

**RECOMMENDATION OF THE COLLEGE OF LETTERS & SCIENCE TO REQUEST
APPROVAL FOR VOTING PRIVILEGES FOR AN INSTRUCTIONAL ACADEMIC
STAFF MEMBER**

Following the procedures outlined in UWM Fac. Doc. 3372R1, the Faculty Senate Rules Committee has reviewed this request and determined that Dr. Jamie Harris has the training, experience and responsibility comparable to those in the faculty ranks, and warrants consideration by the Faculty Senate. The request and supporting materials are below.

Jamie Harris -- request college level voting rights

Ann Dredge <kdredge@uwm.edu>

on behalf of

Scott V Gronert <sgronert@uwm.edu>

Thu 9/7/2023 3:24 PM

To: Carolyn Elizabeth Driscoll <cearnold@uwm.edu>

Cc: Kristin M Sziarto <szarto@uwm.edu>

To the office of the Secretary of the University,

Based on the unanimous and positive recommendation of the L&S Faculty, I hereby request that Jamie Harris, Ph.D., Associate Director of Urban Studies and Teaching Associate Professor, be granted faculty voting rights in the College of Letters and Science.

The L&S Faculty have determined that Dr. Harris's training, experience, and responsibilities are comparable to that of other L&S Faculty members. Supporting materials can be found in L&S Faculty Documents [1064](#) and [1064a](#).

Thank you,

Scott Gronert
Dean of the College of Letters & Science
Professor, Department of Chemistry and Biochemistry
University of Wisconsin- Milwaukee

College of Letters and Science Faculty Document 1064
May 12, 2023

Recommendation of the Urban Studies Program to grant Jamie Harris faculty voting rights in
the College of Letters and Science

Recommendation:

That the L&S Faculty recommend to the Dean approval of the recommendation to the UWM Faculty Senate to grant Dr. Jamie Harris faculty voting rights in the College of Letters and Science per University of Wisconsin – Milwaukee Faculty Policies and Procedures [Chapter 2.02](#) (4) a. (Document 3379, 02/17/22; UWM Administration approval, 03/16/22) and the [L&S Faculty Rules](#), .

Rationale:

According to UW-Milwaukee Milwaukee Faculty Policies and Procedures [Chapter 2.02](#) (4) a, “Subject to the approval of the Faculty Senate, the Faculty of a college may designate members of its academic staff with training, experience and responsibility comparable to those in the faculty ranks as voting members of its faculty. If the college contains schools and/or departments, the academic staff must have been granted voting rights by the school or department prior to receiving voting rights in the college.”

The Faculty of the Urban Studies Program voted unanimously on December 9, 2022, to grant faculty voting rights to Dr. Harris, as well as approval for his teaching of courses for graduate credit and serving on M.S. committees in Urban Studies. Dr. Joel Rast, Professor of Political Science and Director of Urban Studies, has provided supporting materials (see L&S Faculty Document 1064a).

The Urban Studies Program Faculty propose that the Faculty of L&S grant Dr. Harris faculty voting rights. Dr. Joel Rast argues in the supporting materials that Dr. Harris has “training, experience and responsibility comparable to those in the faculty ranks” and thereby merits such rights. The L&S Academic Planning and Governance Committee reviewed this request on April 21, 2023, and recommended it be placed on the L&S Faculty agenda.



College of Letters and Science
Urban Studies Programs

Bolton Hall, Room 702
P.O. Box 413
Milwaukee, WI
53201-0413

April 7, 2023

Dear Members of the APGC, and to the entire Faculty of the College of Letters & Science,

I enthusiastically support the request of Dr. Jamie Harris to be extended faculty voting rights in the College of Letters and Science. I am the director of the Urban Studies Program, a position I have held since 2015. During that entire time I have worked closely with Dr. Harris and am thus in a strong position to speak to both his talents and job responsibilities. In his position as associate director of urban studies, Dr. Harris performs a wide range of duties that are comparable in terms of training, experience, and responsibility to those in the faculty ranks—duties that are highlighted below. Further, the Urban Studies faculty voted unanimously (20-0-0) at its Dec. 9, 2022 faculty meeting to extend faculty voting rights to Dr. Harris as well as granting approval for him to teach courses for graduate credit and to serve on MS thesis and dissertation committees (guided by faculty document No. 3134R2). In addition, his new title of Teaching Associate Professor was recently approved by the L&S Acting Dean, effective as of February 12, 2023.

Teaching & Curricular Work in Undergraduate Programs

- Regularly teaches 3 of the 5 required courses in the major (1:2:1 teaching load-annual basis) including the capstone seminar (urban studies 600) in which capstone students develop original research projects that they present at the annual Student Research Forum
- Developed several new courses in the major (Urb std 150, 360, 377, 450, 600) including the major itself, in which he shepherded it through governance and presented it with the Provost for approval before the Board of Regents in Madison in 2016
- Teaches the gateway 150 course (Multicultural America: “City-building, Social Movements, and Urban Change,” three times a year, which includes service learning that involves collaborations with community agencies that he has cultivated over the years
- Regularly serves as faculty supervisor for students in internship courses (urb std 289/489)
- Developed the accelerated Urban Studies BA-MUP Urban Planning program with planning faculty in 2021 and oversees the program
- Recently received a teaching award (“Inspiring Student Success” Award, Feb. 2020, UWM Alumni Association)

Mentoring/Advising Undergraduate and Graduate Students

- Faculty advisor and instructor of record (Honors 689, Fall & Spring Semesters 2020-2021) for Honors thesis, Jack R. Rongstad, (2021). *A History of Mitchell Park in Three Eras: 1890-2021* dc.uwm.edu/honorsthesis/1/
- SURF (Student Undergraduate Research Fellowship) mentor (2019-2020 AY) for major student

- Mentors new TAs/Assists new TAs in developing syllabi
- Provides detailed Course Observation Evaluation for each new TA, which includes a course visit, a review of syllabus and end of semester evaluations, a lengthy written evaluation, and a follow up meeting to discuss the evaluation
- Organizes TA-Pedagogy meetings each semester
- Faculty Advisor for the *e.polis* ejournal
- Runs the new student orientation for incoming graduate students each year; developed and revises the MS and PhD Student Guides
- In his role as undergraduate and graduate studies director, holds advising meetings with undergraduate & graduate students each semester and engages with and recruits prospective students
- Serves as Co-Grad Representative; completes RFE requests
- Writes letters of recommendation for 5-7 students per year

Selected Recent Service

- UWM/UW System, Chair, TTC Appeals Panel, (Spring semester, 2022)
- AAUP UWM Chapter (American Association of University Professionals), Executive Committee (2015- 2017); Membership committee (2015-present) – manages membership list and google group and reaches out to new members
- Undergraduate Research Symposium judging, May, 2020 & May 2022
- APGC (Academic Programs & Governance Committee), College of Letters and Science (2016-2019)

Research/Scholarly Work

- Authored review article of the Anti-Eviction Mapping Project in the *Journal of American History* (2022) Volume 108, Issue 4. <https://doi.org/10.1093/jahist/jaac113>
- Current PI for housing study (IRB# 20.084)
- Published research from MS thesis: Harris, J. & Zipp, J. (1999) Black candidates, roll-off, and the Black vote. *Urban Affairs Review*, 34(3): 489-498.
- Presentations at Urban Affairs Association conferences:
 1. "Milwaukee's on-going fair and affordable housing crisis: Housing policy, advocacy, and new developments." Paper to be presented at the Urban Affairs Association conference, April 2023, Nashville, TN.
 2. "Placemaking and embodied space: Resistance and identity in a low-income housing development." Paper presented at the Urban Affairs Association conference, April 2017, Minneapolis, MN.
 3. "Getting back to our roots: How to develop and sustain community engagement in urban studies/affairs academic programs. Roundtable co-convener and presenter at the Urban Affairs Association conference, April 2017, Minneapolis, MN.
 4. "Spatial Orders and Proximities in Organizational Analysis: A case of welfare program collaborations in a low-income housing development." Paper presented at the Urban Affairs Association conference, March 2011, New Orleans, LA.

Selected Professional Development

- "Students and ChatGPT" Active Teaching Lab, April 5, 2023.
- "How Learning Works: Knowledge Organization, Student Development, and Course Climate," Dr. Michele DiPietro, CETL Teaching Symposium, Jan. 13, 2022;
- "Inclusive Teaching as Antiracist Practice," Sarah McDonald, CETL Teaching Symposium, Jan. 13, 2022;
- "A Pedagogy of Kindness," CETL Teaching Symposium, Jan. 14, 2021;
- "Using Rich Media to Revamp Online Group Work & Module Design," Dec.7, 2021 & "Improving Online Discussion and Student Interaction," October 5, 2021, CETL Active Teaching Lab;
- "Dialogue Across Differences: Bridging Understanding about Critical Race Theory," Nov. 9, 2021;
- "Equity-Minded Pedagogy: What Does it Mean to Teach for Equity?" UW System Faculty College, May 26, 2021

Professional History

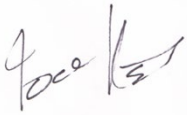
- Title changed to Teaching Associate Professor (2/2023-present)
- Appointment Annualized, 9/2017
- Awarded Indefinite Status in Urban Studies, 9/2011
- Associate Director of Urban Studies (2/2006 – present)
Undergraduate and Graduate Studies Director
Urban Studies Programs, University of Wisconsin-Milwaukee
- Senior Teaching Faculty (8/21-1/23); Senior Lecturer (9/06-7/21); Lecturer (2003-2005); Associate Lecturer (2000- 2002), Urban Studies Programs & Department of Sociology, University of Wisconsin-Milwaukee
- Policy Research Analyst (10/2000-4/2005)
Department of Research and Evaluation, Alliance for Children and Families

Education

- Ph.D., University of Wisconsin-Milwaukee, 2005
Major: Urban Studies (Specialization track: Human Service Delivery Systems)
Dissertation: Nonprofits, Privatization, and the Institutional Context of Welfare Reform: An Ethnographic Study of a Settlement House Neighborhood Center
- M.A., University of Wisconsin-Milwaukee, 1996
Major: Sociology
MA Paper: Race, Voting, and Election Structure
- B.A., University of Wisconsin-Madison, 1993
Major: Sociology

Based on my understanding of the criteria for extending voting rights to teaching academic staff, it is my opinion that Dr. Harris easily meets the qualifications. I hope you will give his request careful consideration.

Sincerely,



Joel Rast
Professor of Political Science and Urban Studies
Director, Urban Studies Program
Director, Center for Economic Development
University of Wisconsin-Milwaukee

Office

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Urban Studies Programs
University of Wisconsin-Milwaukee
P.O. Box 413
Milwaukee, Wisconsin 53201
414-229-4629
jmh@uwm.edu

PROFESSIONAL EMPLOYMENT

Current

Teaching Associate Professor (2/23-)
Associate Director of Urban Studies (2/06-)
Undergraduate and Graduate Studies Director
Urban Studies Programs, University of Wisconsin – Milwaukee

Awarded Indefinite Status in Urban Studies (9/2010) and Appointment annualized (9/2017)
University of Wisconsin – Milwaukee

Past

Senior Teaching Faculty (8/2021-1/23); Senior Lecturer (9/2006-7/2021); Lecturer (2003-2005);
Associate Lecturer (2000- 2002), Urban Studies Programs & Department of Sociology,
University of Wisconsin-Milwaukee

Policy Research Analyst (10/2000-4/2005)
Department of Research and Evaluation, Alliance for Children and Families

EDUCATION

Ph.D., University of Wisconsin-Milwaukee, 2005
Major: Urban Studies

Dissertation: Nonprofits, Privatization, and the Institutional Context of Welfare Reform: An
Ethnographic Study of a Settlement House Neighborhood Center

M.A., University of Wisconsin-Milwaukee, 1996
Major: Sociology
MA Paper: Race, Voting, and Election Structure in Milwaukee County

B.A., University of Wisconsin-Madison, 1993
Major: Sociology

TEACHING AND RESEARCH INTERESTS

Fair/Affordable Housing, Race and Ethnic Studies, Community Organizations and the Nonprofit Sector, Place and Space, Welfare Policy/Comparative Welfare States, Global Urban Development, Teaching Pedagogy, Qualitative Research Methods.

ACTIVE RESEARCH PROJECTS

Current PI for housing study
IRB# 20.084

JOURNAL PUBLICATIONS

Harris, J. 2022. Review of Anti-Eviction Mapping Project, *Journal of American History*. Volume 108, Issue 4, <https://doi.org/10.1093/jahist/jaac113>

Harris, J. & Zipp, J. 1999. Black candidates, roll-off, and the black vote. *Urban Affairs Review*, 34(3): 489-498.

CHAPTER PUBLICATIONS

Harris, J. & Lengyel, T. 2002. **Ends that don't meet: Employment under welfare reform** in *Welfare Policy through the Lens of Personal Experience*. (Eds.) Tom Lengyel and David Campbell. (pp. 9-28). Milwaukee, Wisconsin: Alliance for Children and Families.

Harris, J. Lengyel, T & Weinstein, L. 2002. **The training experience of transitioning workers**, in *Welfare Policy through the Lens of Personal Experience*. (Eds.) Tom Lengyel and David Campbell. (pp. 29-42). Milwaukee, Wisconsin: Alliance for Children and Families.

REPORTS

Lengyel, T. & Harris, J. 2005. **Connecting need and capacity: A study of Mental Health Services for Milwaukee County youth**. Milwaukee, Wisconsin: Alliance for Children and Families.

Harris, J. & Lengyel, T. 2004. **Human Service Compensation in the United States: 2004**. Milwaukee, Wisconsin: Alliance for Children and Families.

Lengyel, T. & Harris, J. 2003. **Emerging issues for incarcerated parents and their children: Hawaii in national perspective**. Milwaukee, Wisconsin: Alliance for Children and Families.

Harris, J. & Lengyel, T. 2003. **Human Service Compensation in the United States: 2003**. Milwaukee, Wisconsin: Alliance for Children and Families.

Quoted in a *Milwaukee Journal Sentinel* article “**Robust rental assistance is easing the expected wave of eviction judgements**,” Nov. 29, 2021, A3.

Letter to the editor published in the *Milwaukee Journal Sentinel*, “**Gableman, Vos, are the real threat**,” Aug. 8, 2021

Letter to the editor published in the *Milwaukee Journal Sentinel*, “**Foxconn is the one at fault**,” April, 28, 2019.

SELECTED PRESENTATIONS

Harris, J. “**Milwaukee’s ongoing fair and affordable housing crisis: Housing policy, advocacy, and new housing developments**.” Paper presented at the Urban Affairs Association, April 2023, Nashville, TN.

Harris, J. “**Placemaking and embodied space: Resistance and identity in a low-income housing development**.” Paper presented at the Urban Affairs Association conference, April 2017, Minneapolis, MN.

Harris, J. “**Getting back to our roots: How to develop and sustain community engagement in urban studies/affairs academic programs**.” Roundtable co-convener and presenter at the Urban Affairs Association conference, April 2017, Minneapolis, MN.

Harris, J. “**Spatial orders and proximities in organizational analysis: A case of welfare program collaborations in a low-income housing development**.” Paper presented at the Urban Affairs Association conference, March, 2011, New Orleans, LA.

Harris, J. “**Doing the Dissertation**.” Paper presented at the Urban Studies Student Forum conference, April, 2006. University of Wisconsin—Milwaukee. Milwaukee, WI.

Harris, J. “**Race, Class, Gender, and Doing Ethnography**.” Paper presented at the Urban Studies Student Forum conference, April, 2002. University of Wisconsin—Milwaukee. Milwaukee, WI.

Harris, J. “**Privatizing the Reform and Reforming the Private: Welfare Reforms and Organizational Change at a Community-Based Organization**.” Paper presented at the Urban Studies Student Forum conference, March, 1999. Milwaukee, WI.

Harris, J. “**Nonprofits as Partners in Welfare Reform: The Case of a Neighborhood Community Center**.” Paper presented at the Association for Research on Nonprofit Organizations and Voluntary Action (ARNOVA) conference, November, 1999. Washington D.C.

Harris, J. “**Partners in Welfare Reform or Just Renting Space? Nonprofits and Mandatory Contracting**.” Paper presented at the Urban Studies Student Forum conference, March, 1999. Milwaukee, WI.

Harris, J. "Black Candidates, Roll-off, and the Black Vote: The Case of Milwaukee." Paper presented at the Midwest Sociological Society Meetings, April, 1997. Des Moines, IA.

UNDERGRADUATE TEACHING AND TEACHING PHILOSOPHY

Most of my teaching is part of the required core course sequence in the urban studies major with one course designated as a Social Science and Cultural Diversity GER course. In addition, I regularly serve as the faculty supervisor for internship courses (UrbStd 289/489) as well as faculty advisor for undergraduate honors thesis (Honors Thesis, 689). I recently worked with an undergraduate SURF Fellow through a SURF grant, 2019-2020.

Cultivating Enriching Experiential Learning Opportunities for Urban Studies Majors

In the process of developing a model interdisciplinary undergraduate program in urban studies, one guiding principle that I incorporate in all my teaching, advising, and administrative work has been to develop courses and extra-curricular activities that incorporate high impact practices that have been shown to improve student learning outcomes and help students integrate theory and history with practice. I work to actively enact this guiding principle in a number of ways: by developing meaningful service learning partnerships and projects for my students in my 150 course, through internships that I supervise in 289/489 courses, and by guiding student work on capstone projects in my senior seminar course (urb std 600), which includes a poster session presentation and a best poster award for undergraduates. I also work to support other learning opportunities through our study abroad opportunities (UCD Exchange Program with USP in Dublin and Winterim course in Cuba – Havana Urbanism), by encouraging students to publish their work in *e.polis*, and by serving as an advisor for senior thesis and SURF Fellows. Below I list recent and past courses taught and recent teaching-related professional development activities.

COURSES REGULARLY TAUGHT

Capstone Seminar in Urban Studies (Urb Std 600) – taught each spring

Urbanism and Urbanization (Urb Std 377) – taught each spring

Multicultural America “City-building, Social Movements and Urban Change” (Urb Std 150) – taught fall f2f with service learning

Multicultural America “City-building, Social Movements and Urban Change” (Urb Std 150) – taught online summer and winterim sessions

Urban Growth and Development: A Global View (Urb Std 450) – offered every other spring

Urban Studies Internship (Urb Std 289/489) – taught each semester

Past Courses (prior to 2015)

Perspectives on the Urban Scene: Cities in the 21st Century (Urb Std 360)

Industrial Sociology (Sociol 307)

Introduction to Social Problems in American Society (Sociol 102)

Introduction to Statistical Thinking in Sociology (Sociol 261)

Invited Lectures

The Methods, Methodology, and Experience of Ethnography
Research Methods in Sociology (Sociol 750)
Department of Sociology, University of Wisconsin-Milwaukee Fall 2005

Making Sense of the Methodological Divide in the Social Sciences
Research Methods in Urban Affairs (Urb Std 921)
Department of Urban Studies, University of Wisconsin-Milwaukee Fall 1999

Teaching Assistantships: Department of Sociology, University of Wisconsin- Milwaukee

Graduate Research Methods in Sociology (Sociol 750)
Co-taught seminar with sociology faculty member (Spring 2000)

Graduate Advanced Statistical Methods in Sociology (Sociol 760)
Organized and ran computer lab (Fall 1996)

Introduction to Statistical Thinking in Sociology (Sociol 261)
Organized and ran 3 computer lab sections (Fall 1995 and Spring 1996)

Introduction to Sociology (Sociol 101)
Organized and ran six discussion sections (Fall 1994 and Spring 1995)

TEACHING-RELATED PROFESSIONAL DEVELOPMENT

Teaching-relevant workshops, conferences, seminars, certifications

- “Students and ChatGPT” Active Teaching Lab, April 5, 2023.
- “How Learning Works: Knowledge Organization, Student Development, and Course Climate,” Dr. Michele DiPietro, CETL Teaching Symposium, Jan. 13, 2022;
- “Inclusive Teaching as Antiracist Practice,” Sarah McDonald, CETL Teaching Symposium, Jan. 13, 2022;
- “A Pedagogy of Kindness,” CETL Teaching Symposium, Jan. 14, 2021;
- “Using Rich Media to Revamp Online Group Work & Module Design,” Dec.7, 2021 & “Improving Online Discussion and Student Interaction,” October 5, 2021, CETL Active Teaching Lab;

- University of Wisconsin - Milwaukee Faculty Document No. 3475, October 19, 2023
- Dialogue Across Differences: Bridging Understanding about Critical Race Theory, Nov. 9, 2021;
- Equity-Minded Pedagogy: What Does it Mean to Teach for Equity? UW System Faculty College, May 26, 2021;
- Unplanning Cities, Urban Planning Charles Causier Memorial Lecture, Dr. Destiny Thomas Thrivance CEO and Founder, March 5, 2021;
- Urban Planning Innovative Cities Series: A brief introduction to Housing and Urban Development (HUD) and the Office of Housing, Multifamily Programs, --Janéa Jackson, AICP Housing and Urban Development (HUD) Office of Housing, Multifamily Programs, March 19, 2021;
- Rethinking White Supremacy in Precarious Times, “Possessive Whiteness: Racism, Property, and Power and the Making of Milwaukee, Wisconsin.” Anne Bonds, Havens-Wright Center, UW-Madison, Wednesday, March 10, 2021;
- Mapping Racism and Resistance in Milwaukee County: Struggles Over Racism and Real Estate in the Urban North, UWM Library, Nov. 4, 2021;
- Completed CETL’s Online and Blended Teaching badge-Summer, 2020;
- Completed OBTP Communities of Practice course-Fall semester, 2020;
- Audited Milwaukee Course: Past, Present, Future, Summer, 2020;
- CETL Inclusive Teaching workshop on October 25, 2019;
- CBLLR Conflict in Service Learning workshop, Dec. 13, 2019;
- Certificate, Faculty Development Program for Online and Blended Learning, Learning Technology Center, UWM, 2010;
- Learner-Centered Teaching, University of Wisconsin-Milwaukee, Center for Instructional and Professional Development, 8-week workshop, Spring 2006;
- Lesson Study Workshop II, University of Wisconsin-Milwaukee February 16, 2006;
- Lesson Study Workshop I, University of Wisconsin-Milwaukee November 3, 2005;
- Grant Writing Seminar, University of Wisconsin-Milwaukee October 28, 2002.

APPLIED RESEARCH PROJECTS

Public Policy

Policy Research Analyst, National Welfare Study
Designed, analyzed, and co-authored study
2000-2005 (Tom Lengyel, Principal Investigator)

Policy Research Analyst, Milwaukee County Youth Mental Health Study
Designed, evaluated, and co-authored study Spring 2005 (with Tom Lengyel)

Policy Research Analyst, State of Wisconsin Legal Aid Program Evaluation
Designed study Fall 2004

Policy Research Analyst, Public Housing Investment Index
Designed index for 50 most populous cities Fall 2004

Policy Research Analyst, White Paper on Incarcerated Parents
Researched and coauthored report (with Tom Lengyel) Fall 2003

Policy Research Analyst, Juvenile Justice Diversion Program Evaluation
Designed study and secured funding grant 2003

Research Assistant (RA), Voting Rights Lawsuit Expert Witness Research
Prepared statistical files and assisted expert witness 1995-96

Nonprofit Sector and Human Service Organizations

Policy Research Analyst, Survey of Human Service Organizations' Compensation and Benefits
Designed, analyzed, and authored annual studies 2001-2005

Policy Research Analyst, Analysis of Lutheran Services of America Service Provision
Analyzed and co-authored study (with Tom Lengyel and Laura Pinsoneault) 2003-2004

Policy Research Analyst, Social Work Workforce Survey
Managed database and prepared tables 2001

Project Ethnographer, Human Service Organization Process Evaluation Collected and analyzed qualitative data. Jo Anne Schneider, Principal Investigator.
1998-2000

Other

Research Assistant (RA), Manuscript Preparation
Prepared statistical models, authored math review, and assisted with manuscript organization for a statistics textbook. Frankfort-Nachmias, C. (1997). *Social statistics for a diverse society*. Thousand Oaks, CA: Pine Forge Press.

STUDENT ADVISING & MENTORSHIP

- Faculty advisor and instructor of record (Honors 689, Fall & Spring Semesters 2020-2021) for Honors thesis, Jack R. Rongstad, (2021). *A History of Mitchell Park in Three Eras: 1890-2021* dc.uwm.edu/honorsthesis/1/
- SURF (Student Undergraduate Research Fellowship) mentor (2019-2020 AY) for major student
- Mentor new TAs/Assists new TAs in developing syllabi
- Provide detailed Course Observation Evaluation for each new TA, which includes a course visit, a review of syllabus and end of semester evaluations, a lengthy written evaluation, and a follow up meeting to discuss the evaluation
- Organize TA-Pedagogy meetings each semester
- Faculty Advisor for the *e.polis* ejournal
- As Graduate Studies Director and co-Grad Rep, meet with students to discuss RFE requests, prelims, and thesis committee
- Run new grad student orientation

In my role as **Undergraduate & Graduate Studies Director**, I regularly meet with students in both the undergraduate and graduate program as well as frequently meeting with faculty regarding their advisees. Student advising includes impromptu requests to meet as well as more formalized advising periods during advising weeks each semester.

I schedule meetings with newly declared majors and certificate students and monitor their progress throughout their time in the program and maintain contact with their College advisors.

I organize and run the New Student Orientation each September for graduate students and revise advising documents like the Master's and PhD Student Guides each year, and provide students with information, advising, and documents to support their progress in the program such as meeting with students to clear a student for prelims, discuss a potential thesis committee or project, request an exception appeal, or discuss funding opportunities.

Serving as Reference/Writing Letters of Recommendations

One role that I consider part of student advising is counseling students on their future and serving as a reference or letter writer for an employer or graduate program. As the face of the Urban Studies undergraduate program, students and alumni of the program regularly seek me out for advice about careers and going to grad school. On average I write letters of recommendation for 5-7 students each year.

Mentorship of Graduate Students/Professional Development

Another critically important aspect of student advising involves working closely with new TA-Instructors to help them develop their courses and prepare for teaching. As part of this role, I carry out a lengthy course observation and an evaluation report for each student instructor, as well as sharing materials and inviting TAs to attend my class as a way to provide further opportunities to explore teaching styles and approaches.

In addition, I run a monthly TA Pedagogy group to create a space for support and to serve as a resource when questions and problems with a student arise, and to engage with pedagogical issues.

STUDENT RECRUITMENT WORK

In my role as **Undergraduate and Graduate Studies Director**, I also develop new ways to increase Urban Studies' visibility and enrollments for our courses and recruit prospective students to our undergraduate and graduate programs. In my work in this area, I devote a fair amount of time to meeting with prospective students from initial inquiry to application and acceptance stages. Student recruitment activities include the following:

Undergraduate Programs:

- Active recruitment of undergraduate students via course visits, advisor contacts
- Emailing welcome greetings to newly admitted students
- Attending Explore Majors Fair
- Attending Go Milwaukee/Admitted Student Day
- Attending course visits to present on major/certificate/USP courses
- Organizing meetings for students interested in major/certificate

- University of Wisconsin - Milwaukee Faculty Document No. 3475, October 19, 2023
- Publishing course booklet
- Marketing courses and programs to advisors
- Oversee Urban Studies BA-Urban Planning MUP accelerated program

Graduate Programs:

- Active recruitment of graduate students via prompt response to initial inquiries
- Sending out follow up eblasts based off Slate and graduate fair contacts
- Sending out eblasts with GRE purchased names
- Managing ongoing google ad campaign and other campaigns (underwriting, FB, etc)
- Attending Grad Rep Meetings
- Attending Graduate Fairs
- Publishing course booklet
- Scheduling meetings with prospective students
- Organizing applicants/admissions
- Serving on admissions committee and notifying new admits

ADMINISTRATIVE/PROGRAM MANAGEMENT WORK

My general day to day responsibilities include attending campus-wide meetings, serving on program committees, attending faculty meetings and recording minutes, responding to faculty and student requests, consulting with the Director and Program Associate on programmatic issues such as budget, course scheduling, etc. I participate in campus, college, and departmental committees and conduct, analyze, and write reports and complete course and program assessments for the College. I work on departmental, school, and university-wide initiatives and shepherd program initiatives through College and campus governance. I am the principal organizer of public events, speaker series, colloquia, and the Urban Studies State of Milwaukee Summit.

Media Management

In addition to the above administrative responsibilities, I also manage and administer a variety of media that are part of publicizing program information for current and prospective students and faculty and alumni. This includes announcing and recording events, managing the administrative Canvas site which is the main portal for information on the program for students and faculty, providing event updates to the website and Facebook pages, writing and submitting press releases, photographing events and submitting copy and photos for publications such as the College publication, *In-Focus*. I also organize and publish the annual newsletter and am the faculty supervisor for *e.polis* and proof content before each issue is published.

SELECTED UNIVERSITY SERVICE

UWM/UW System, Chair, TTC Appeals Panel, (Spring semester, 2022)

AAUP (American Association of University Professors-UWM Chapter), Executive Committee (2015- 2017); membership committee (2015-present)

APGC (Academic Programs & Governance Committee), College of Letters and Science (2016-2019)

Urban Studies Programs Student Affairs Committee (1997-1999; 2006-present)

Urban Studies Programs Curriculum Committee (2006-present)

Urban Studies Programs Awards Committee (2006-2018)

Served as Undergraduate Research Symposium Judge, May, 2020; May 2022

UWM Bicycle Task Force (2013-14)

FELLOWSHIPS AND AWARDS

Inspiring Student Success Award, University of Wisconsin – Milwaukee Alumni Association, February, 2020

University of Wisconsin-Milwaukee Graduate School Dissertation Fellowship Award, 2001

UWM AFFILIATIONS AND PROFESSIONAL ASSOCIATIONS

UWM Community-Engaged Scholars Network

UWM Cultures and Communities

Urban Affairs Association (UAA)

Association for Research on Nonprofit Organizations and Voluntary Action (ARNOVA)