DEAN WASHINGTON
AND KEY FUNCTIONS

Budget and Administration
Outreach, Diversity, Communication
Development
Human Resources
Facilities and Safety
WELCOME

Dr. Gregory Washington

Stacey Nicholas Dean of Engineering

5208 Engineering Hall (EH)
grategy.washington@uci.edu
949.824.6002

Responsibilities

- Leadership and the vision and direction of the School
- All internal and external matters related to the health and wellbeing of the students, staff, and faculty
- Stewardship, growth and management of the School’s resources including space, facilities, and equipment
ADMINISTRATION

Dr. Ken Walsh

Senior Assistant Dean and Chief of Staff
5216 Engineering Hall (EH)
ken.walsh@uci.edu
949.824.4838

Responsibilities

- Budget
- Space Planning
- Staff Management
Kara McClyde

*Director of Finance*

5296 Engineering Hall (EH)

*k mcclyde@uci.edu*

949.824.4378

Responsibilities

- Responsible for School Budget and Financial Management
- Oversight of Purchasing & Reimbursements
- Coordinates School’s Commitments
DEAN’S OFFICE

Jennifer Wilkens

Executive Assistant to the Dean, 
Director of Special Projects
5219 Engineering Hall (EH)

jwilkens@uci.edu
949.824.4050

Responsibilities

● Dean Washington’s Schedule
● Event Planning (including Quarterly School Faculty meetings)
● Project Management (including Support of School’s Executive Committee and Faculty Chair Functions)
● Oversight of Dean’s Front Office and Functions
ACCESS AND INCLUSION

Dr. Sharnnia Artis
Assistant Dean for Access and Inclusion
200A Rockwell Engineering Center (REC)
sartis@uci.edu
949.824.7134

Responsibilities

● School-wide diversity and inclusion initiatives targeted to women and underrepresented minorities
● Provide:
  ○ Academic support and career development (e.g., tutoring, mentoring, industry tours, and job-shadowing)
  ○ Pre-college outreach programs to attract students Summer research program for graduate school
● Support faculty proposals and grants with broader impacts
● Website: tech.uci.edu/access
ACADEMIC INNOVATION, PROGRAMS

Dr. Lily Wu

*Director of Academic Innovation, Programs*

1084 Anteater Instruction & Research Bldg. (AIRB)

lwu@uci.edu

949.824.4613

Responsibilities

- **Freshmen Program**
  - Implement and oversee freshmen engineering program (ENGR 7)
  - Enhance components and projects of ENGR 7, with UGSC Freshmen Program committee
  - Curriculum Assessment

- **Point of Contact for International Programs**
  - Partnership building with overseas institutions/government agencies for education and research collaborations
  - Facilitate international agreements and MOUs
  - Various self-supporting short term and long term programs
ACADEMIC INNOVATION, PARTNERSHIPS

Leyla DeSilva Riley

Director of Academic Innovation, Partnerships

Executive Director, OC STEM

1084 Anteater Instruction & Research Bldg. (AIRB)

leyla.riley@uci.edu

949.824.4659

Responsibilities

● K-12 Outreach (Summer Camps & After School Programs)
● Community College Outreach
● STEM Education Partnerships (K12, Foundations, Industry etc...)

COMMUNICATIONS

Shelly Nazarenus

*Director of Communications*

4100 Calit2

[snaz@uci.edu](mailto:snaz@uci.edu)

949.824.9622

Responsibilities

- School’s communications effort, including annual Dean’s Report magazine, marketing brochures and flyers, branding guidelines (logos, wordmarks)
- Faculty and student announcements regarding awards, recognitions, funding
- Press releases for major grants, published works and research breakthroughs
- School’s website and social media
- Dean’s office major events, including student design reviews, distinguished lectures and conferences
DEVELOPMENT

Ed Hand

Assistant Dean for Development
5220 Engineering Hall (EH)
elhand@uci.edu
949.824.6563

Responsibilities

- Donor Relationships & Cultivation
- External & Corporate Relations
- Deans’ Leadership Councils
DEVELOPMENT

Angelique Andrulaitis
Senior Director of Development
5236 Engineering Hall (EH)
aandrula@uci.edu
949.824.3977

Responsibilities

● Lead School’s Advancement Strategic Plan: Major Giving, Pipeline Building, Annual Giving, Corporate Strategy
● Secure Philanthropic Investments on behalf of School, Departments, Research and Student Support
● Relationship Manager - External and Corporate Relations
DEVELOPMENT

Keith Yeung

Associate Director of Development
Corporate Relations
5240 Engineering Hall (EH)
kpyeung@uci.edu
949.824.3886

Responsibilities

- Build up Corporate Engagement through the Corporate Partners Program, Internship Opportunities and Senior Design/Capstone Projects
- Strategize with various Engineering units (Program Offices, Departments, OAI, Student Clubs) to foster activity specific School/Industry needs
- Identify Corporate Fundraising Opportunities to address Priorities of the School
HUMAN RESOURCES

Marco Lugo

HR Business Partner, Director of Personnel

5228 Engineering Hall (EH)

mlugo@uci.edu

949.824.6436

Responsibilities

- Provide oversight and direction to HR unit in the Samueli School of Engineering; including personnel/payroll functions, law, regulatory compliance and UC policy interpretation.
- Serves as consultant to leadership on strategic decision-making, including organizational effectiveness, talent and performance management, and leadership development.
- Supports leaders within the school to develop and implement comprehensive people strategies that enable the organization to attract, develop, engage and retain top talent.
FACILITIES

Dennis Aldridge

Director of Facilities

114 Engineering & Computing Trailer (ECT)

daldridg@uci.edu

949.824.9246

Responsibilities

● Minor and major capital renovations
● Space planning
● Lab and office design
● Equipment installation
● Building maintenance
● Relocation planning and services
● Security management
● Emergency preparedness
● Furniture (used/new)
COMPUTING SUPPORT

John Romine

Director of Computing

120H Engineering & Computing Trailer (ECT)
jromine@uci.edu
949.824.7554

Responsibilities

- Support for faculty, staff and students
- Help navigating OIT (UCI central IT) support
- Instructional computer labs, student laptop support
- Network management, computer & information security
- Computing Website
- Contact us at helpdesk@eng.uci.edu
ENVIRONMENTAL HEALTH & SAFETY

Christian Ritter

Environmental Health & Safety Coordinator
112 Engineering & Computing Trailer (ECT)
crritter@uci.edu
949.824.6085

Responsibilities

- To serve as a point of contact, coordinate and schedule EH&S services.
- Biosafety, environmental management, ergonomics, fire protection, general safety, hazmat and waste management, industrial hygiene, lab and shop safety, occupational health, emergency management, radiation safety and safety engineering.
- Accident investigations, lab clean outs and moves, odor response, UCLC and customized training, PPE, spill response, special requests and projects.
RESEARCH SUPPORT

Associate Dean
Research Management
TEC Business Center
Purchasing & Reimbursements
RESEARCH AND INNOVATION

Dr. Efi Foufoula-Georgiou

Associate Dean
of Research and Innovation

5428 Engineering Hall (EH)

efi@uci.edu
949.824.9643

Responsibilities

● Provide oversight of school research centers and other auxiliary research operations
● Foster new research initiatives and strategies for the SSoE
● Facilitate opportunities for extramural research funding
● Improve functionality and synergism of existing resources
● Liaison of SSoE to Office of Research & Applied Innovation
RESEARCH AND INNOVATION

Dr. Lori Greene

Assistant Dean for
Engineering Research Management

5224 Engineering Hall (EH)

legreene@uci.edu

949.824.5562

Responsibilities

● Provides proposal development support for SSoE faculty and researchers
● Develops and implements new research initiatives and strategies
● Coordinates large and complex proposal efforts
● Facilitates partnerships among investigators, connects proposal teams to research resources, and provides information about funding sources

SSoE proposal resources for faculty can be found here:

http://engineering.uci.edu/tec
TEC BUSINESS CENTER

Katherine Diaz

Director TEC Business Center
5260 Engineering Hall (EH)
katdiaz@uci.edu
949.824.9564

Responsibilities

● Oversight of Pre-Award Management: (under the Supervision of Dylan Le - dylanle@uci.edu)
● Oversight of Post-Award Management (under the supervision of Beatrice Mei - bmei@uci.edu)

For more information regarding TEC, please visit our website.
TEC BUSINESS CENTER

Dylan Le

Pre-Award Supervisor
5280 Engineering Hall (EH)
dylanle@uci.edu
949.824.4223

Pre-Award Management

● Preparation of budget and budget justification for proposals
● Work with PIs to ensure that the proposal package is submitted in accordance with the funding opportunity announcement
● Submit amendments requiring a new or revised budget; including the coordination and preparation of just-in-time requests
● Work with PIs to develop recharge rates for Sales & Service Agreements and work with the Budget Office and Risk Management to get the rate approved and agreement executed

For more information regarding TEC, please visit our website.
Post-Award Management

- Work with PIs to project expenses for awarded grants and contracts
- Provide PI Reports that reflect budgeted categories with actual expenditures for research accounts
- Provide faculty with assistance pertaining to start-up package questions
- Work with SPA to request no-cost extensions for sponsored projects and amendments related to contracts

For more information regarding TEC, please visit our website.
PURCHASING AND REIMBURSEMENTS

Regina Bolotin

Purchasing & Reimbursements Manager
5284 Engineering Hall (EH)
rbolotin@uci.edu
949.824.1332

Responsibilities

● Reimbursements: Travel, Entertainment, Misc.
● Purchasing: Equipment and Material
● Vendor Payments and Relations

Purchasing & Reimbursements Website
STUDENTS

Undergraduate Students

Graduate Students
UNDERGRADUATE STUDENT AFFAIRS

Dr. Michael M. Green

*Associate Dean for Undergraduate Student Affairs*

305A Rockwell Engineering Center (REC)

mgreen@uci.edu

949.824.1656

Responsibilities

- Undergraduate Student Issues
- Freshman and Transfer Admissions
- Coordinate Undergraduate Program Reviews (ABET, APR)
- Interpret and Enforce Campus Academic Policies
UNDERGRADUATE STUDENT AFFAIRS

Robin Jeffers

Senior Director of Undergraduate Student Affairs, Curriculum & Accreditation

305D Rockwell Engineering Center (REC)

jeffers@uci.edu

949.824.2077

Responsibilities

● Oversee all Undergraduate advising functions from admissions through degree certification for SSoE
● Interpret and enforce campus and system-wide policies
● Work with Admissions/Financial/Registrar/other academic units on undergraduate issues
CURRICULUM & ACCREDITATION

David Vazquez

Curriculum and Accreditation (CASA) Supervisor
114 Rockwell Engineering Center (REC)
david.vazquez@uci.edu
949.824.6095

Responsibilities

- Maintain UCI General Catalogue, Course and Program Revisions, Course Articulation
- Course Scheduling, Enrollment Planning
- Accreditation and External Review Coordination
GRADUATE AND PROFESSIONAL STUDIES

Dr. Fadi Kurdahi

Associate Dean for Graduate and Professional Studies
3207 Engineering Hall (EH)
kurdahi@uci.edu
949.824.8104

Responsibilities

- Allocation of Block Funds to Samueli School of Engineering Programs
- Fellowship Evaluations
- Graduate Student Policies and Procedures
- Graduate Student Recruiting & Admissions
- Self-Supporting Programs and Professional Degrees
GRADUATE AND PROFESSIONAL STUDIES

Jean Bennett

Director of Graduate and Professional Studies

204 Rockwell Engineering Center (REC)

jean.bennett@uci.edu

949.824.6475

Responsibilities

- Allocation of Block Funds to SSoE Programs
- Management of Associate Dean Cost-share Agreements
- Academic Advising for Graduate Students
- Graduate Policies & Procedures
- Recruitment & Admissions
ACADEMIC PERSONNEL
ACADEMIC AFFAIRS

Dr. Faryar Jabbari

Senior Associate Dean for Academic Affairs
5232 Engineering Hall (EH)
fjabbari@uci.edu
949.824.3395

Responsibilities

● Academic personnel process (including APAC)
● Assisting the Dean in a variety of functions
Krista Fredrickson
Assistant Director of Academic Personnel
5228 Engineering Hall (EH)
kfredric@uci.edu
949.824.5458

Responsibilities

- Facilitate process for academic personnel to ensure compliance with campus and system-wide policies
- Recruitment, merit, and promotion reviews and support at the school level
- Academic leave and sabbaticals