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Date: Wednesday, August 7, 2019

To: All Members MLCS/EAS

From: Dean Lesley Cormack



Dear Colleagues,

I write to provide notice to members of EAS and MLCS of a change to administrative reporting lines for support staff in the Department of East Asian Studies.

The change will take effect today, Wednesday, August 7th. This is not a cost-saving initiative. The change will have no immediate impact on current space usage. This administrative change will have a minimal impact on members of EAS and MLCS as well as individuals served by the Arts West structure more generally.

Two staff positions will be redirected from reporting to the Assistant Chair Administration in Arts West to the Assistant Chair Administration in MLCS as follows:

- 1) The EAS Executive Assistant/Administrative Assistant position will continue to support the Chair of EAS while providing administrative assistance to the operations of EAS and MLCS. The EA/AA will continue to be located in Pembina.
- 2) The Undergraduate Advising position that currently supports EAS/WGS will now support EAS/MLCS with minor adjustments to duties and working title to reflect the administrative needs of the combined units. The position will continue to be located in Pembina four days per week and will be located in the MLCS office one day per week, for a 3 to 6 month period, subject to review.

We have made every effort to minimize the effect of this change on the incumbents of these positions.

The motivation for this administrative change is to relieve Arts West of an unsustainable administrative burden, both in terms of scope and complexity. As a result of this change, Arts West will conduct oversight of three (rather than four) departments, with an additional position in the Arts West hub that will result in a stronger support structure for all three departments. Reporting directly to the ACA of Arts West, an additional position of Finance & Administration Assistant will be added to the complement of central Arts West support staff. This will be, at least initially, a one year term position.

This administrative change will lay the ground for a further, considered and inclusive discussion regarding the merger of EAS and MLCS. There are many sound pedagogical, intellectual, and strategic reasons for effecting such a merger, and this is a process that will require contributions from all stakeholders in both departments.

Both departments will stage separate but simultaneous Department Council meetings on Thursday, August 15th at 1:00pm. The Chairs will be prepared to attend to any questions or concerns you might have. A late September town hall meeting will be hosted by both Chairs to engage in further discussion. The Dean's Office is eager to provide any support necessary in effecting this transition.