

**Department of Sociology**  
Governance Structure and General Information

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## **Departmental Leadership and Staff**

- Administrative Leadership:

J. Kevin Barge (Interim Head)  
Mary Campbell (Associate Head)  
Nancy Plankey-Videla (Director of Graduate Studies)  
Robert Durán (Director of Graduate Recruitment)  
Sarah Gatson (Director of Undergraduate Studies)  
Rob Mackin (Director of Undergraduate Internship Program)  
Alexander A. Hernandez (Coordinator of Graduate Instruction)

- Administrative Support

Dolores Gonzales (Senior Administrative Coordinator II): Faculty Affairs and Assistant to Department Head  
TBD (Program Coordinator I): Graduate Studies  
McKenzie Peterson (Administrative Coordinator I): Undergraduate Studies

- Undergraduate Advising Staff:

Zuleika Carrasco-Martinez (Manager, Undergraduate Academic Advising Services)  
Tyra Turner (Academic Advisor II)

- Business Administration Staff:

Amanda Johnson (Business Administrator I- SOCI contact person)  
Ericka Junek (Business Administrator II- ECON contact person/Center Lead)  
Ludim Garcia (Business Coordinator II- ECON/SOCI contact person)  
Alexysea Merchant (Business Coordinator I- ECON/SOCI contact person)

- Human Resources Staff:

Brad Ponzio (Human Resources Generalist II)

- IT Support Staff:

Lance Wren (IT Generalist II)

## Points of Contact for General Issues and Concerns

- Teaching Issues: For Graduate Assistant Teachers, you should discuss your concerns with the assigned faculty member. For graduate assistants who are Instructors of Record, you should talk to Alex Hernandez (Coordinator of Graduate Instruction). For faculty, talk to Sarah Gatson, Nancy Plankey-Videla or Kevin Barge depending on the issue.
- Graduate Issues: Nancy Plankey-Videla & TBD
- Undergraduate Issues: Sarah Gatson
- Financial Issues: Amanda Johnson
- Human Resources: Brad Ponzio
- Computer and Technology Issues: Lance Wren
- Departmental Faculty & Staff Issues: J. Kevin Barge (Interim Head)

## Points of Contact for Specific Concerns and Issues

### J. Kevin Barge (Interim Head)

Faculty affairs including hiring, T&P, midterm reviews, annual reviews, and post-tenure reviews  
Graduate assistant assignments  
Staff support  
Budget and funding requests  
Alternative Work Location (AWL)  
Stuff that's important to talk to Head about

### Mary Campbell (Associate Head)

Faculty committee assignments  
Undergraduate Teaching Assistants  
Course scheduling

### Nancy Plankey-Videla (DGS)

Graduate registration issues  
International student visa issues  
Graduate funding questions  
Graduate student life issues  
Graduate curriculum  
Graduate student annual reviews  
Graduate student professional development  
Graduate student handbook

### Robert Durán (DGR)

Graduate student recruiting  
Avilés-Johnson Fellowship nominations  
Recruiting events

Sarah Gatson (DUS)

Curriculum revisions  
Course proposals  
W and core curriculum class assessments

Rob Mackin (DUIP)

Undergraduate internship program

Alexander A. Hernandez (Coordinator of Graduate Instruction)

Graduate student instructional training (SOC 680 & 681)  
Supervision of graduate student Instructors of Record

Dolores Gonzales (Senior Administrative Coordinator II: Faculty Affairs and Assistant to Department Head)

Faculty searches and hires  
Faculty promotion and tenure  
Faculty annual reviews  
Faculty workload reporting  
Graduate Faculty nominations  
Travel and itinerary for faculty searches  
Coordination of J1 visiting scholars  
Facilities inventory/room allocations  
Coordination of departmental keys  
Records retention management  
ASA annual membership renewal  
Staff hiring  
Student worker hiring  
Credential new SOC employees for keyless entry

TBD (Program Coordinator I: Graduate Studies)

Credit card purchases  
Membership purchases  
Room reservations  
Prelims coordination (laptop check-out, room reservation, exam distribution)  
Keys for computer lab  
Parking at LASB, business parking permit, business parking on main campus)  
Book orders  
Course registration issues (I do not handle forcing to classes)  
Tuition and fees  
Order office supplies

## Business Administration and Finance

- Amanda Johnson Business Administrator I- SOCI contact person
  1. Department budgets and planning
  2. Account record
  3. Receipt of funding (travel or research)
  4. Back up to Business Administrator II and Business Coordinator as needed
  
- Ludim Garcia Business Coordinator II- ECON/SOCI contact person
  1. All travel related process: requests, reports, and travel cards
  2. Reimbursement requests
  3. Account reconciliation
  
- Ericka Junek Business Administrator II- ECON contact person/Center Lead
  1. Department budgets and planning
  2. Account record
  3. Receipt of funding (travel or research)
  4. Back up to Business Administrator I and Business Coordinator as needed
  
- Alexysea Merchant Business Coordinator I- ECON/SOCI contact person
  1. All travel related process: requests, reports, and travel cards
  2. Reimbursement requests

## **Work Related Expectations**

- Working with Staff: Keep in mind the following expectations.
  - Please respond promptly to staff emails.
  - Please plan ahead to give staff sufficient time for completing tasks such as food orders and catering, checking out credit cards, conference room scheduling etc.
  - Fully complete forms such as food order, credit card forms, and meal expense forms.
- Faculty Outside Employment: All outside employment (including, external and/or TAMU contract work) must be reported to HURON approved by Department Head (and others). Prepare to complete many forms and declarations.
- Funded Graduate Student Outside Employment: All employment outside of the department must be approved by the Department Head; please notify the Department Head of any *potential* or *actual* change in employment. This would include teaching excess of 50% at Texas A&M.
- Training: Please keep training up-to-date and respond promptly to TrainTraq requests to complete training.
- Travel: Request travel authorization in Concur BEFORE booking travel. Retain and submit all itemized receipts promptly after purchase and/or upon return to SOCI Finance. Promptly reimburse TAMU for any unapproved/unauthorized charges to purchasing or travel cards (including, but not limited to, alcohol, or expenditures that exceed approved expenses).
- Managing Disagreement: Assume positive intent and practice generosity. Resolve conflict respectfully. If you have a conflict, talking to the person face-to-face is preferred, followed by a Zoom/phone call, then email.