

## **MEMORANDUM**

**DATE:** September 13, 2013  
**TO:** Phaedra Livingstone  
**FROM:** Patricia Dewey, AAD Director  
**RE:** Your Service Assignments for 2013-2014

The purpose of this memo is to provide an overview of my expectations regarding your AAD service assignments for 2013-2014. We will schedule a meeting to discuss these in detail at the start of fall term, during which we will also discuss your plans and goals for 2013-2014, and how I and AAD can assist you in meeting these goals.

As indicated in the AAD Faculty and Staff Service Assignments Chart, your AAD responsibilities in 2013-2014 include, but are not limited to the following:

- Providing leadership and oversight over the Museum Studies Certificate Program
- Overseeing the Museum Studies graduate concentration/specialization
- Serving a liaison to the other academic units involved in the Museum Studies Certificate, the JSMA, the MNCH, and the White Box Gallery in Portland
- You do not have an AAA committee assignment in 2013-2014

All AAD tenure-related faculty in 2013-2014 also have a specific program development service assignment.

Your assignment, as we've discussed previously and for which you have been provided a course release, is to develop a strategic plan for ongoing development of Museum Studies at the University of Oregon, in both Eugene and in Portland. I would like to see a working version of this strategic plan by Friday, May 2, 2014 so that we will have a few weeks at the end of the academic year to discuss your findings and recommendations. The final version of the strategic plan should be submitted to me by June 2, 2014.