

2010-2011 Key Contacts for SCU Faculty

GENERAL

In an emergency: 911

- Campus Safety: Emergency: 554-4444; Non-Emergency: 554-4441

Pay and benefits:

- Payroll: Agustin Ruiz aruiz@scu.edu 554-4359 www.scu.edu/hr
- Benefits: Anne Mota amota@scu.edu 551-1934 www.scu.edu/hr/benefits

Computer, email, or phone problems:

- Information Technology: Service Desk 554-5700 <http://it.scu.edu/>

Faculty Development : teaching, research, or work-life balance:

- Eileen Razzari Elrod, Associate Vice Provost for Faculty Development: eelrod@scu.edu 554-4136, www.scu.edu/provost/facultydevelopment

University policies and procedures:

- Faculty Handbook: www.scu.edu/facultyhandbook
- Policies and Procedures: www.scu.edu/provost/policies, Diane Jonte-Pace, Vice Provost for Academic Affairs: djontepace@scu.edu 554-4715

Governance

- Faculty Senate: Philip Boo Riley, Faculty Senate President: priley@scu.edu 554-2199
- University Governance: Thomas Plante, Chair, University Coordinating Committee: tplante@scu.edu 554-4471 www.scu.edu/governance

Harassment or discrimination concerns:

- Office of Affirmative Action, Deborah Hirsch: dhirsch@scu.edu 554-4178,

SCHOLARSHIP

Grants:

- Internal: Amy Shachter, Associate Provost for Research and Faculty Affairs: ashachter@scu.edu 551-7045
- External: Sophia Hinojosa, Pre-Award Specialist, Sponsored Projects Office, 551-3000 x4297, shinojosa@scu.edu

Research Compliance and Integrity Program:

- Esther Pham, Program Director, 551-7041, Epham@scu.edu

All phone numbers are area code 408. 551- and 554- prefixes are provided for making calls from off-campus and *are not required from campus phones (use 1-xxxx or 4-xxxx)*.

TEACHING AND LEARNING

Undergraduate Studies

- Phyllis Brown, Associate Provost for Undergraduate Studies and Director of the Undergraduate Core Curriculum: 554-4930, pbrown@scu.edu

Teaching technology: equipment scheduling and technology training:

- Media Services: 554-4520 www.scu.edu/mediaservices

Library:

- Course reserves: 554-5240 libraryreserve@scu.edu
- Subject specialists: www.scu.edu/library/info/contact/liaison/

Teaching consultations:

- Eileen Razzari Elrod, Associate Vice Provost for Faculty Development: eelrod@scu.edu 554-4136

ISSUES WITH STUDENTS

Advising and registration problems:

- Drahhmann Center: 554-4318, www.scu.edu/advising
- Student Records: 554-4331

Counseling, psychological or spiritual issues:

- Larry Wolfe, Counseling and Psychological Services: 554-4172 lwolfe@scu.edu
- Campus Ministry: Jack Treacy, S.J., jtreacy@scu.edu 554-4372 www.scu.edu/campusministry

Student disabilities and accommodations:

- Ann Ravenscroft, or Janis McAlister, Co-Directors, Disabilities Resources: eravenscroft@scu.edu 554-4111; jmcalister@scu.edu 408-551-1874

Cheating/ academic integrity:

- Lester Deanes, Assistant Dean of Student Life: ldeanes@scu.edu 554-4583

Additional resources: Consult with your department chair and administrative assistant. When in doubt, contact Anne Riconosciuto, Faculty Development Program Associate: arconosciuto@scu.edu 554-2746 or Eileen Razzari Elrod, Associate Vice Provost for Faculty Development: eelrod@scu.edu 554-4136