## 2014-2015 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, professional development)**
  - Eileen Razzari Elrod, Associate Vice Provost for Faculty Development: eelrod@scu.edu 554-4136, www.scu.edu/provost/facultydevelopment

- **University policies and procedures**
  - Policies and Procedures: [www.scu.edu/provost/policy](http://www.scu.edu/provost/policy), Diane Jonte-Pace, Senior Vice Provost for Academic Affairs: djontepace@scu.edu 554-4751

- **Governance**
  - Faculty Senate President: James Lai 554-5760, jlai@scu.edu, [http://www.scu.edu/provost/faculty/senate/](http://www.scu.edu/provost/faculty/senate/)
  - University Governance: Terri Griffith, Chair, University Coordinating Committee: 551-6022, tgriffith@scu.edu, [www.scu.edu/governance](http://www.scu.edu/governance)

- **Unlawful harassment or discrimination concerns**
  - Linda Jocewicz, Office of Affirmative Action: 554-4178, ljocewicz@scu.edu, [www.scu.edu/affirmativeaction](http://www.scu.edu/affirmativeaction)
  - Office of Student Life: 554-4583

### SCHOLARSHIP

- **Grants**
  - Internal: Amy Shachter, Senior Associate Provost for Research and Faculty Affairs: ashachter@scu.edu 551-7041 [http://www.scu.edu/provost/research/](http://www.scu.edu/provost/research/)
  - External: Sophia Hinojosa, Pre-Award Specialist, Sponsored Projects Office, 551-3293, shinojosa@scu.edu

- **Research Compliance and Integrity Program**
  - Esther Pham, Program Director, 554-5591, Epham@scu.edu

### TEACHING AND LEARNING

- **Undergraduate Studies**
  - Phyllis Brown, Associate Provost for Undergraduate Studies: 554-4930, pbrown@scu.edu
  - Laura Nichols, Director, Core Curriculum: 551-7131, lnichols@scu.edu, [http://www.scu.edu/provost/programs/undergraduate/](http://www.scu.edu/provost/programs/undergraduate/)
  - Leilani Miller, Director, University Honors and LEAD Scholars Programs: 554-4427, lmiller@scu.edu

- **Teaching and technology**
  - Instructional Technology Resource Specialists (teaching with technology, Camino/course management): [www.scu.edu/mediaservices/itrs](http://www.scu.edu/mediaservices/itrs)
  - Media Services (equipment requests & scheduling): 554-4520 [www.scu.edu/mediaservices](http://www.scu.edu/mediaservices)
  - Technology Training: [http://www.scu.edu/is/instruction.cfm](http://www.scu.edu/is/instruction.cfm)

- **Library**
  - Course reserves: 554-5240, libraryreserve@scu.edu
  - Subject specialists: [www.scu.edu/library/info/contact/liaison/](http://www.scu.edu/library/info/contact/liaison/)

- **Teaching Resources**
  - Faculty Development Teaching Resources: [www.scu.edu/provost/facultydevelopment/teaching-advising/teaching-resources/](http://www.scu.edu/provost/facultydevelopment/teaching-advising/teaching-resources/)

### STUDENTS

- **Advising and registration issues**
  - Drahmann Center: 554-4318, [www.scu.edu/advising](http://www.scu.edu/advising)
  - Student Records: 554-4331, [http://www.scu.edu/registrar/](http://www.scu.edu/registrar/)

- **Counseling, psychological or spiritual concerns**
  - Counseling and Psychological Services (CAPS): 554-4172
  - Campus Ministry: Lulu Santana, lsantana@scu.edu 554-4639 [www.scu.edu/campusministry](http://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 or Eileen Razzari Elrod, Associate Vice Provost for Faculty Development: eelrod@scu.edu 554-4136.