WHO TO CALL: A CHECKLIST

Always start with your Associate Dean, but then:

1. Faculty Contract issues
   - Linda Dobb x3732 or Robin Hale x3716
2. Summer Contract Issues
   - Balvinder Kumar x2920
3. Faculty Salary issues
   - Linda Dobb or Gina Traversa x3714
4. Faculty Leave issues
   - Gina Traversa
5. FERP issues
   - Gina Traversa
6. RTP
   - Linda Dobb
7. PAF issues
   - Gina Traversa
8. Faculty Behavioral Issues
   - Linda Dobb
9. Sexual Harassment
   - Terri LaBeaux x4918
10. Discrimination
    - Nyassa Love Johnson x2743
11. Hostile Work Environment
    - Nyassa Love Johnson x2743
12. Field Trips
    - Nyassa Love Johnson x2743
13. Insurance/International Travel
    - Nyassa Love Johnson x2743
14. Subpoenas
    - Carmen Davis x3076
15. Ergonomics & Worker’s Comp
    - Jill Millican x4227
16. Retirement (general)
    - H.R. x3634
17. Violence
    - University Police x3791
18. Malfeasance/Whistleblower
    - Nyassa Love Johnson x2743
19. Staff Issues
    - H.R. x3634
20. Student Behavior
    - Andrea Wilson x3640
21. Fairness
    - Donna Wiley x7416
22. Students with Disabilities
    - Katie Brown x2672
23. Student Health/Mental issues
    - Student Health Center x3735
24. Curricular Issues
    - Donna Wiley x3716
25. Entrepreneurial/off-campus/self-support
    - Brian Cook x7504
26. International Students
    - Ray Wallace x4038 or Sam Tran x3064
27. Research and Sponsored Programs
    - ORSP x4212
28. Academic Budgets
    - Audrey Katzman x2837
29. Concord Campus
    - Robert Phelps 2-6713
30. Library
    - Circulation Desk x3612
31. Semester Conversion
    - Michael Hedrick x3471
32. Advising
    - Lawrence Bliss x2139
33. General Undergraduate Issues/Clusters
    - Maureen Scharberg x2990
34. Other?
    - Associate Dean

Note: Often issues overlap or involve multiple areas. If you are unsure, you can always start with the Office of Academic Affairs (Gina, Sarah, Ruthy, Denise) x3711. IN A MEDICAL OR ACTIVE SHOOTER EMERGENCY DIAL 911 from your cell phone; for non-life threatening police assistance and/or campus specific issues (theft, etc.) call our police department at: 510-885-3791.