Who’s Who and What’s What

Where do I get information about…?  
Which person handles…? 
Where do I call for…?  
Who can help with…?
Guide to Who’s Who and What’s What

INTRODUCTION

This guide provides information to help academic administrators, faculty, and staff understand how the Division of Academic Affairs is organized and to identify the people whose services may be needed in the daily running of departments and other academic units.

The guide is available in pdf format on the Faculty Handbook of Policies and Resources webpage at www.faculty.umd.edu. The on-line version of the guide is frequently updated as new information is provided.

We welcome updates to listed information and/or suggestions for changes to the guide. Please contact Rhonda Malone, Director of Faculty Mentoring and Development (rmalone@umd.edu, x52509) with updates.
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- **Interindustry Forecasting Project at UMD** 4511 Knox Rd. 54609 Jeffrey Werling Executive Director jwerling@umd.edu
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## ROBERT H. SMITH SCHOOL OF BUSINESS

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<td>Vacant</td>
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### COLLEGE OF COMPUTER, MATHEMATICAL, AND NATURAL SCIENCES

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<td>Dean</td>
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### Academic Departments & Programs

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<td>51508</td>
<td>Stuart Vogel</td>
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<tr>
<td>Atmospheric and Oceanic Science</td>
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<td>Samuel Cook</td>
<td>Director</td>
<td><a href="mailto:scook12@umd.edu">scook12@umd.edu</a></td>
<td>Vacant</td>
<td>49238</td>
</tr>
<tr>
<td>Asian American Studies</td>
<td>1145 Cole Student Activities Bldg.</td>
<td>50996</td>
<td>Larry Shinagawa</td>
<td>Director</td>
<td><a href="mailto:lshinaga@umd.edu">lshinaga@umd.edu</a></td>
<td>Steven Lim</td>
<td>50996</td>
</tr>
<tr>
<td>Beyond the Classroom</td>
<td>1104 South Campus Commons</td>
<td>46621</td>
<td>James Riker</td>
<td>Director</td>
<td><a href="mailto:jriker@umd.edu">jriker@umd.edu</a></td>
<td>Deanna Garner</td>
<td>46621</td>
</tr>
<tr>
<td>Center for Teaching Excellence</td>
<td>2301 Marie Mount Hall</td>
<td>41288</td>
<td>Spencer Benson</td>
<td>Director</td>
<td><a href="mailto:sbenson@umd.edu">sbenson@umd.edu</a></td>
<td>Cynthia Shaw</td>
<td>59356</td>
</tr>
<tr>
<td>College Park Scholars</td>
<td>1125 Cumberland Hall</td>
<td>42777</td>
<td>Greig Stewart</td>
<td>Executive Director</td>
<td><a href="mailto:gstewart@umd.edu">gstewart@umd.edu</a></td>
<td>Nancy Metrenas</td>
<td>42777</td>
</tr>
<tr>
<td>Honors College</td>
<td>1114 Anne Arundel Hall</td>
<td>56771</td>
<td>William Dorland</td>
<td>Director</td>
<td><a href="mailto:bdorland@umd.edu">bdorland@umd.edu</a></td>
<td>Lucille Bielec</td>
<td>56771</td>
</tr>
<tr>
<td>Lesbian, Gay, Bisexual, &amp; Transgender Studies</td>
<td>2212 Maire Mount Hall</td>
<td>55428</td>
<td>Marilee Lindemann</td>
<td>Director</td>
<td><a href="mailto:mlindema@umd.edu">mlindema@umd.edu</a></td>
<td>Vacant</td>
<td>55428</td>
</tr>
<tr>
<td>Letters and Sciences</td>
<td>1117 Hornbake, South Wing</td>
<td>49401</td>
<td>Deborah Bryant</td>
<td>Assistant Dean</td>
<td><a href="mailto:dbryant@umd.edu">dbryant@umd.edu</a></td>
<td>Linda Diamond</td>
<td>49401</td>
</tr>
<tr>
<td><strong>OTHER UNIVERSITY OFFICIALS</strong></td>
<td></td>
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</tr>
<tr>
<td>Administrators</td>
<td>1101 Main Administration Bldg.</td>
<td>55803</td>
<td>Wallace Loh</td>
<td>President</td>
<td><a href="mailto:wdloh@umd.edu">wdloh@umd.edu</a></td>
<td>Susan Marinoff</td>
<td>55796</td>
</tr>
<tr>
<td>University Relations</td>
<td>2119S Main Administration Bldg.</td>
<td>54683</td>
<td>Brodie Remington</td>
<td>Vice President</td>
<td><a href="mailto:bremingt@umd.edu">bremingt@umd.edu</a></td>
<td>Nancy Marsanopoli</td>
<td>54682</td>
</tr>
<tr>
<td>Administrative Affairs</td>
<td>1132 Main Administration Bldg.</td>
<td>55445</td>
<td>Robert Specter</td>
<td>Vice President</td>
<td><a href="mailto:rspecter@umd.edu">rspecter@umd.edu</a></td>
<td>Jane Mulliken</td>
<td>51106</td>
</tr>
<tr>
<td>Student Affairs</td>
<td>2108 Mitchell Bldg.</td>
<td>48430</td>
<td>Linda Clement</td>
<td>Vice President</td>
<td><a href="mailto:lclement@umd.edu">lclement@umd.edu</a></td>
<td>Kathy Broady</td>
<td>48430</td>
</tr>
<tr>
<td>Public Affairs Strategy</td>
<td>1101 Main Administration Bldg.</td>
<td>54282</td>
<td>Michele Eastman</td>
<td>Assistant President</td>
<td><a href="mailto:meastman@umd.edu">meastman@umd.edu</a></td>
<td>Charlotte Frisby</td>
<td>55797</td>
</tr>
<tr>
<td>Ombuds Office for Faculty</td>
<td>2101 Turner Hall</td>
<td>54621</td>
<td>Millree Williams</td>
<td>Senior Director</td>
<td><a href="mailto:millree@umd.edu">millree@umd.edu</a></td>
<td>Pam Lloyd</td>
<td>54621</td>
</tr>
<tr>
<td>Ombuds Office for Staff</td>
<td>1112 Cole Student Activities Bldg.</td>
<td>51901</td>
<td>Ellin Scholnick</td>
<td>Ombudsperson</td>
<td><a href="mailto:escholnick@umd.edu">escholnick@umd.edu</a></td>
<td>Jess Jacobson</td>
<td>50806</td>
</tr>
<tr>
<td>Letters and Sciences</td>
<td>1112 Cole Student Activities Bldg.</td>
<td>50805</td>
<td>Cynthia Tucker</td>
<td>Ombudsperson</td>
<td><a href="mailto:ctucker5@umd.edu">ctucker5@umd.edu</a></td>
<td>Jess Jacobson</td>
<td>50806</td>
</tr>
</tbody>
</table>
WHOM TO CALL FOR WHAT

Corrections and updates to this information should be sent to Rhonda Malone, x52509

Academic Integrity [http://www.studentconduct.umd.edu] 48204
Academic Programs, Curricula, and Courses (See Programs, Curricula, and Courses)
Academic Resource System (ARS) [http://www.provost.umd.edu/pers-bud/ARS/] 53405
Accounts Payable ........................................................................................................... 52640
Appointment
- Faculty ........................................................................................... [http://faculty.umd.edu/FacultyAppointment]
- Staff (See Human Resources)
Benefits Office (Also see Human Resources)
- Health Insurance
- PHR Information, Helpdesk
- Retirement
- Tuition Remission
Budgetary and Personnel Issues ........................................................................ 56823
- Departments/Units are directed to contact their respective Deans’ Offices
- College Budget Officers ........................................... [http://www.provost.umd.edu/pers-bud/CBOWord.doc]
- Faculty and Staff Forms & Guidelines ........................................... [http://www.provost.umd.edu/pers-bud]
- ARS Information, Siemy Khan .................................................................................. 53405
Campus Recreation Services [http://www.crs.umd.edu] 64400
- Cole Field House ....................................................................................... 65500
- Member Services .......................................................................................... 57529
- Outdoor Recreation Center (ORC) ........................................................................... 64453
- Reckord Armory ............................................................................................... 64444
- Ritchie Coliseum ............................................................................................... 64378
Catering/Campus Restaurants (See Dining Services)
Class Scheduling [schedule@umd.edu] 48243
- Department Class Scheduling Contacts:
  Identify any special classroom needs
  Submit department's course schedule for upcoming semester
- Scheduling Office .............................................................................................. [http://www.rr.umd.edu/schedule]
- The Office of Conferences and Visitor Services provides administrative support for hosting educational conferences, camps and other similar non-credit programs and events.
Conflict Resolution (See Center for Leadership and Organizational Change, Employee Relations, Ombudspersons)
Construction on Campus [http://www.facstage.umd.edu/capitalprojects/CPProjectList.cfm] 51120
Copy Services [http://www.dbs.umd.edu/copy]
- 9630 Gudelsky Drive, SGII, Room 1100, Shady Grove ........................................... 301-738-6308
- 0127 Reckord Armory ......................................................................................... 42679
- 0232 Stamp Student Union ................................................................................... 52679
- 1105 Tydings Hall ............................................................................................... 51707
- 1406 Van Munching Hall ..................................................................................... 52400
Copyright
- Copyright Services [http://www.dbs.umd.edu/copyright] ........................................ 55500
- Copyright Issues (See Legal Matters)
CORE, the University's General Education Requirement (See Programs, Curricula and Courses)
Counseling (Also see Student Issues and Services)
- Faculty Staff Assistance Program [http://www.umd.edu/fsap] 48099 and 48170
Course Evaluations [https://www.irpa.umd.edu/Assessment/crs_eval.html] .......................................................... 55590
The University Senate has approved the implementation of a standard, online University-wide course evaluation instrument. Each course evaluation contains a set of universal questions, and may be supplemented by questions from colleges.

Course Packets 1406 Van Munching .......................................................................................................................... 55500

Curriculum (See Programs, Curricula and Courses)

Data on the University, Faculty, Staff, and Students
- Institutional Research, Planning and Assessment [https://www.irpa.umd.edu] .................................................. 55590

Design Services (See Printing and Design Services)

Dining Services
- Adele’s Restaurant, Stamp Student Union .................................................................................................................. 48022
- Catering [http://www.goodtidings.umd.edu] ......................................................................................................... 41100

Disability Support Services [http://www.counseling.umd.edu/DSS/] ................................................................. 47682
Coordinates services for students, faculty, staff, and campus visitors with disabilities and provides information and consultation to faculty, staff, and administrators

Diversity (Also see Equity Issues, Discrimination Complaints and Ombudspersons)
- Chief Diversity Officer and Associate Vice President .......................................................................................... 57227
- Equity Administrators ........................................................................................................................................... [http://www.president.umd.edu/EqCo]
- Grad. School Associate Dean for Diversity and Student Experience ................................................................. 54181
- Lesbian, Gay, Bisexual, and Transgender Equity ............................................................................................... 58720
- Nyumburu Cultural Center .................................................................................................................................. 47758
- Office of Diversity Education & Compliance .................................................................................................... 52838
- Office of Multi-Ethnic Student Education (OMSE) ............................................................................................ 55616

Dual Career Assistance [http://www.faculty.umd.edu/dualcareer] ............................................................................. 52509

Emergencies
- Ambulance and Police ........................................................................................................................................ 911 or 53333
- Counseling Center “Warm Line” .......................................................................................................................... 47651
For non-emergency issues, faculty and staff can call the WarmLine and a therapist will respond to the call within a few hours.
- Facilities (e.g. flood, power outage) ...................................................................................................................... 52222
- Student Peer Counselor “Hot Line”, HELP Center ............................................................................................ 4HELP
The HELP Center is the campus telephone hotline that offers confidential student peer-counseling about any matter.

Emergency Loans (See Faculty Staff Assistance Program)

Emeriti Review and Privileges (See Faculty Affairs)

Employee Data/Statistics (See Data on the University, Faculty, Staff, and Students)

Employee Relations
- Faculty Staff Assistance Program [http://www.umd.edu/fsap] ................................................................. 48099 and 48170
Confidentially assists employees and family members with job difficulties, alcohol and other drug problems, marital and family problems, emotional distress, legal and financial issues, and other concerns
- Grievances (Also see Ombudspersons) [http://www.uhr.umd.edu/Relations] ................................................. 50001
- Staff Relations [http://www.uhr.umd.edu/Relations] ...................................................................................... 50001
Exempt/nonexempt policy questions and grievances, MOU interpretation, disciplinary termination, FMLA, and layoff advice


Environmental Safety [http://www.des.umd.edu] ................................................................................................. 53960
- Biological Safety .................................................................................................................................................. 53976
- Campus Sustainability ......................................................................................................................................... 53968
- Emergencies ...................................................................................................................................................... 911
- Environmental Affairs ........................................................................................................................................ 53990
Equity Issues, Discrimination Complaints
- Campus Compliance Officer http://www.ohrp.umd.edu/compliance.html ........................................... 52839
  Investigates complaints of violations of the University's Human Relations Code
- College and Division Equity Officers........... http://www.president.umd.edu/EqCo/membership.cfm
  Assist with recruitment and retention of students, monitor faculty/staff searches, serve as mediators to resolve faculty, staff, and student complaints
- Hiring Procedures and Handbook http://www.umd.edu/EqCo................................................................. 55793
- Legal Affairs (See Legal Matters) .................................................. 54945
- Staff Relations http://www.ahr.umd.edu/Relations ................................................................................. 50001

Exam Grading
Electronic 3392 Computer & Space Sciences............................................................................. 52966
- UMEG (See Registrar, Office of the)

Extended Studies http://www.oes.umd.edu ........................................................................................................ 57762
- Freshmen Connection (fall extension program for freshmen who accept spring admission)
- Freshmen First (incoming freshmen ease into college life while earning 3 credits)
- Professional Programs (credit and non-credit programs for adults)
- Summer & Winter Terms
- Young Scholars Discovery (for highly talented middle school students)
- Young Scholars Program (for highly talented high school students)

Facilities
(See Construction on Campus, Emergencies, and Maintenance Requests)

Faculty Activities Report (FAR) ..................................................................................................................... 55590

Faculty Affairs http://faculty.umd.edu ............................................................................................................ 56083
- Faculty Data/Statistics (See Data on the University, Faculty, Staff, and Students)
- Faculty Policies, Resources and Concerns
- Appointment, reappointment, termination of faculty
- Assistance to new faculty, including Dual Career Assistance/Relocation Assistance,
- Faculty Mentoring and the New Faculty Orientation Program
- Delay of tenure clock
- Faculty awards
- Promotion and tenure
- Post-tenure review, review of chairs and deans
- Retirement and Emeriti status

Faculty Staff Assistance Program http://www.umd.edu/fsap.........................................................48099 and 48170
  Confidentially assists employees and family members with job difficulties, alcohol and other drug problems, marital and family problems, emotional distress, legal and financial issues, and other concerns.

Faculty Workload Report/Faculty Data (See Data on the University, Faculty, Staff, and Students)

Family Medical Leave for Faculty (See Faculty Affairs)

Family Medical Leave for Staff (See Human Relations)

Freshmen Connection (See Extended Studies)

Freshmen First (See Extended Studies)

General Education Requirements (See Programs, Curricula, and Courses)

Graduate School http://www.gradschool.umd.edu ......................................................................................... 53644
- Academic Policies and Standards, Arthur Popper .................................................................................... 58236
- Administration, Finance and Planning, Cynthia Hale .............................................................................. 54205
- Admissions/Graduation, Toyin Oguntolu ................................................................................................. 50827
• Diversity and Student Experience ........................................................................................................ 54181
• Electronic Submission of Dissertations and Theses to DRUM .................................................... etd-help@umd.edu
• Faculty Support Awards http://www.gradschool.umd.edu .............................................................. 50281
• Fellowships, Awards and Travel Grants, Robyn Kotzker http://www.gradschool.umd.edu .......... 50281
• Fellowships and Awards, Tita Chico ................................................................................................. 57882
• Fellowships and Waivers, Barbara Ferguson ................................................................................... 50371
• Graduate Ombuds Person, Barbara Finkelstein http://www.gradschool.umd.edu ....................... 53132
• Graduate Student Life, Julie Choe Kim ............................................................................................ 49544
• International Admissions, Megan Van Son ....................................................................................... 44150
• International Student Assistance (See International Faculty & Student Assistance) 
• International Student English Proficiency Assessment (TOEFL, IELTS) .................................. 58634
• Maryland Electronic Graduate System (MEGS), Matt McLean megs-support@umd.edu ........ 59428
• Teaching Assistants: Training, University Teaching and Learning Program ................................ 41283

Grammar Hotline ........................................................................................................................................ 53785

The Grammar Hotline offers assistance with word choice, sentence structure, punctuation, or proper citation.

Grant Administration and Research Support
• Office of Research Admin. & Advancement http://www.umresearch.umd.edu/ORAA .......... 56269

Grant Partnering http://www.cloc.umd.edu ......................................................................................... 57584

CLOC helps grant partners: align goals and outcomes; navigate differences between academic and non-academic cultures; define roles and responsibilities; form an effective and ongoing communication; recognize and address conflict directly and effectively.

Grievances (See Staff Relations)
• See Faculty Ombudsperson for faculty grievance
• See Graduate Student Ombudsperson for graduate student grievance

Honor Code (See Academic Integrity)

Human Resources
• Appointments
  Associate & Full professors, Professors of the Practice, and College Park Professors .... 56803
  Faculty http://www.faculty.umd.edu/FacultyAppointment/AppointInstrct.htm ................. 56803
  New faculty assistance, Rhonda Malone ...................................................................................... 52509
  Staff, Karen McDonald .................................................................................................................. 55650
• Benefits http://www.uhr.umd.edu/benefits .................................................................................... 55654
• Employee Classification, Karen McDonald http://www.uhr.umd.edu/employment .............. 55650
• Employee Data http://www.uhr.umd.edu/data .............................................................................. 55674
• Leave and vacation data; mailing labels; telephone directory information
• Employee Training & Development http://www.uhr.umd.edu/development
  Performance Review (PRD) http://www.uhr.umd.edu/development/prd.cfm ................. 55651
• Faculty Personnel Issues, Jan Andrews http://www.provost.umd.edu/pers-bud ...................... 57226
  Inter-governmental Personnel Act (IPA’s)
  Overload requests
• Staff Relations, Cherie Forster
  Grievances/Policy and MOU Application http://www.uhr.umd.edu/Relations .................. 50001
• Retirement .......................................................................................................................................... 55651
  Benefits Office http://www.uhr.umd.edu/benefits .................................................................. 55654
  Faculty Affairs http://www.faculty.umd.edu/Retirement ............................................................. 56803
• Searches
  Associate and full professors http://www.faculty.umd.edu/policies .................................. 56803
  College equity officers ................................................................................................................. http://www.president.umd.edu/EqCo
  Exempt staff http://www.uhr.umd.edu/Employment .................................................................. 55650
  Search and Selection Procedures http://www.president.umd.edu/EqCo/procedures.cfm
• Dual Career Assistance Program http://www.faculty.umd.edu/dualcareer .......................... 52509
• Relocation Assistance Program http://www.faculty.umd.edu/relocate ............................................. 53509
• Student Workers, Career Center ..................................................................................................................... 47225
• Tuition Remission ................................................................................................................................................. 55654

Information Technology
• OIT Faculty/Staff Help Desk http://www.helpdesk.umd.edu ........................................................................ 51500
  The OIT Help Desk provides a one-stop destination for IT questions and advice.
• OIT Student Help Desk http://www.helpdesk.umd.edu ........................................................................... 51400
• IT Service Center http://www.itsc.umd.edu
  A complement to the OIT Help Desk, the IT Service Center enables customers to initiate OIT Help Desk requests online, 24 hours a day; track current and past requests online anytime; research self-help documents with the Knowledge Base; and subscribe to receive automated updates on posted IT issues.
• ACT Computer Purchasing Program http://www.act.umd.edu .......................................................... 51500
  The Academic Computers for Terps program offers purchasing discounts and warranty repair service for Apple computers and Dell PCs.
• Blackboard Academic Suite (ELMS) ............................................................................................................ 51500
• Class Capture http://www.oit.umd.edu/tc/capture_intro.html ................................................................. 48522
  Class capture technology allows instructors to record classroom activity, including audio, computer screen, PowerPoint, and video camera. Recordings are made available via ELMS.
• Data Administration ................................................................................................................................. http://www.oit.umd.edu/dataadmin
  For access to and management of the University's institutional data.
• ELMS (Enterprise Learning Management System) http://www.elms.umd.edu ..................................... 51500
  ELMS (powered by Blackboard) is the online environment that supports teaching and learning at the University.
• Ethics, Acceptable Usage, and IT Security Policies http://nethics.umd.edu ............................................. 58787
  Project NETHics promotes responsible use of IT through user education and policy enforcement.
• Learning Technologies Institute http://otal.umd.edu/training-services .............................................. 52945
  Formerly known as the Institute for Instructional Technology (IIT), the Learning Technologies Institute offers faculty-centered training that combines skills training with instructional design guidance, product development advice, and pedagogical discussion and debate.
• Listserv Lists and E-mail Reflectors ........................................................................................................... http://reflectors.umd.edu
• Mid-Atlantic Crossroads (MAX) http://www.maxgigapop.net ................................................................. 56666
  MAX is an advanced networking consortium for universities, government, and non-profit entities.
• Networking and Telecommunications Services (NTS) http://www.oit.umd.edu/nts............................. 51500, x2
  NTS provides voice and data communication services, including phone lines, data jacks, and the University’s wireless network.
• Network Operations Center (NOC) .............................................................................................................. 51500, x3
  The NOC provides 24x7x365 operational support for all network services provided by NTS. These services include voice and data communications (i.e. phone lines, data jacks, wireless networks, DNS and firewall changes, etc.).
• Network Refresh http://www.oit.umd.edu/networkrefresh ................................................................. 54600
  A five-year plan to modernize and enhance the campus network, improve network performance for the university community, increase the reliability and security of the network, and make possible the delivery of future communication technology innovations.
• Research Data Center Server Hosting ...................................................................................................... http://www.oit.umd.edu/ops/rdc
  The Research Data Center (RDC) is a co-location facility that offers an improved facility infrastructure for non-OIT administered computer systems.
• Software Licensing Office http://www.oit.umd.edu/slic ........................................................................... 52986
  This office assists faculty and staff with selecting and purchasing software.
• Streaming Media Server [http://www.streamingmedia.umd.edu] ................................. 55190
  Web server for storing audio and video media files.
• Technical Services ....................................................................................................
  [http://www.oit.umd.edu/tss]
  Various fee-based server, file sharing, back-up, and storage services are available.
• Technology Classrooms [http://www.oit.umd.edu/tc] .............................................. 48522
  The University has 233 Technology Classrooms, ranging in size from 18 seats to 502 seats.
• Technology Officers ................................................................................................
  [http://www.oit.umd.edu/as/technologyofficers.html]
  Technology Officers provide leadership in an assigned college or school in providing IT
  support for faculty, students, and staff. They also serve as liaisons between the
  college/school and OIT.
• TerpConnect ..............................................................................................................
  [http://terpconnect.umd.edu]
  TerpConnect is your connection to several technology resources, including an online
  marketplace, personal file and Web space, class shared file storage and drop box, and
  individual blogs.
• Terrapin Technology Store [http://www.oit.umd.edu/techstore] ............................. 47000
  The store provides discounts on IT equipment for personal use. Equipment includes Dell
  and Apple computers, iPods, and software.
• Web-based Course Management (See ELMS) ......................................................... 51500
• Web Design (See Web Services)
• Web Hosting [http://www.webhosting.umd.edu] ....................................................... 51500
  Web Hosting provides fee-based Web hosting services to the University community.

**Institutional Research, Planning and Assessment** [https://www.irpa.umd.edu] .................. 55590
• Course evaluations
• Faculty Activity Report (FAR)
• Learning outcomes assessment
• University, Faculty, Staff, and Student data

  IRB helps assure the protection of the rights and welfare of human subjects. It approves the
  initiation of and conducts periodic reviews of research involving human subjects.

**Insurance Services** (see Environmental Safety)

**International Faculty and Student Assistance** [http://www.umd.edu/ies] ....................... 47740
• Assistance with obtaining visas for visiting scholars and faculty
• Evaluation of transcripts
• Immigration, financial, and cross-cultural counseling
• Orientation services

**Leadership Coaching/Leadership Team Alignment** [http://www.cloc.umd.edu] ................ 57584

**Learning Outcomes Assessment** [http://www.umd.edu/learningoutcomes] .................
• Institutional Research, Planning and Assessment ...................................................... 55590
  Office of Undergraduate Studies

**Legal Matters**
• Academic Integrity [http://www.studentconduct.umd.edu] ................................. 48204
• Discrimination Complaints (See Equity Issues)
• Legal Affairs [http://www.president.umd.edu/legal] ................................................. 54945
  Americans with Disabilities Act
  Buckley Amendment/access to student records
  Contract review
  Free speech/academic freedom
  Intellectual property
  Personnel issues: hiring, discipline, firing, family and medical leaves
  Policies and procedures
  Public Information Act requests
Scholarly misconduct
Sexual harassment/consensual relationships
State ethics laws/conflict of interest/financial disclosure reporting
Subpoenas/contact from an attorney
University real estate

**Libraries & Resources** [http://www.lib.umd.edu](http://www.lib.umd.edu)
- **McKeldin Library:**
  - Borrowing/Circulation .............................................................................................................................. 59095
  - Information and Research Services ........................................................................................................... 59075
  - Interlibrary Loan .......................................................................................................................................... 59178
  - Periodicals .................................................................................................................................................. 59244
  - Photocopy Services ....................................................................................................................................... 59057
  - Reserves ..................................................................................................................................................... 45678
  - User Education Services ............................................................................................................................. 59254
  - U.S. Government Information/Maps .......................................................................................................... 59075
- **Architecture Library** .................................................................................................................................. 56317
- **Art Library** ............................................................................................................................................. 59061
- **Engineering & Physical Sciences Library** .............................................................................................. 59157
- **Hornbake Library:**
  - Maryland Room (Archives & Manuscripts, Marylandia & Rare Books, Nat’l Trust Libr) ........................ 59212
  - Nonprint Media Services .......................................................................................................................... 59236
- **Michelle Smith Performing Arts Library** ............................................................................................... 59217
- **Shady Grove Library and Media Center** ................................................................................................. 301-738-6020
- **White Memorial (Chemistry) Library** .................................................................................................... 59078

**Mail Services Campus** [http://www.dbs.umd.edu/mail](http://www.dbs.umd.edu/mail)
- **Campus Mail Services**
  - CMS provide arrangements for large mailings, as well as mail preparation guidelines

**Maintenance Requests** [Work Control](http://www.facstage.umd.edu/RFMS/selectservice.cfm)
- **State vehicle rental for official University travel**
- **State vehicle fueling, maintenance, and repair**

**Motor Transportation Services** [http://www.dbs.umd.edu/motor](http://www.dbs.umd.edu/motor)
- **State vehicle rental for official University travel**
- **State vehicle fueling, maintenance, and repair**

**Multiculturalism** (See Diversity)

**New Faculty Assistance** [http://www.faculty.umd.edu](http://www.faculty.umd.edu)
- **Ombudpersons**
  - Faculty Ombudsperson, Ellin Scholnick [http://www.umd.edu/ombuds/faculty](http://www.umd.edu/ombuds/faculty) ........................................................................ 51901
  - Staff Ombudsperson, Cynthia Tucker [http://www.umd.edu/ombuds/staff](http://www.umd.edu/ombuds/staff) ........................................................................ 50805
  - Undergraduate Student Ombudsperson, Ann Smith .................................................................................. 56851

**Outside Professional Activities Reports** [http://president.umd.edu/reports/facstaffinstructions.cfm](http://president.umd.edu/reports/facstaffinstructions.cfm)
- **Questions regarding what to report, Rhonda Malone** ........................................................................... 52509
- **Web-based submission issues** .................................................................................................................. 52509

**Overload Requests** (Academic Affairs Division) Jan Andrews ........................................................................ 55590

**Parking**
- For parking permit, see Dept. Parking Coordinator
- Special arrangements for conferences, Anita Taylor .................................................................................... 47182
- Parking Ticket Information .......................................................................................................................... 47182

**Payroll & Human Resources (PHR) System**
- **Payroll Services** ....................................................................................................................................... 55665
- **PHR Customer Service Center** [http://www.phr.umd.edu](http://www.phr.umd.edu) ............................. 57575
Contact the center for answers to questions such as Payroll/Human Resource procedures, processing deadlines, or processing a PHR transaction.

- OIT Faculty/Staff Help Desk [http://helpdesk.umd.edu](http://helpdesk.umd.edu) 51500

Contact the OIT Help Desk for answers to questions regarding ARES login, system availability, or use of web browsers to view PHR.

**Personnel** (See Human Resources and/or Budgetary and Personnel Issues)

**Photo Services** [http://www.dbs.umd.edu/photo](http://www.dbs.umd.edu/photo) 50577

- Archival Photos [http://www.urhome.umd.edu/marketing/what/photography.htm](http://www.urhome.umd.edu/marketing/what/photography.htm) 54615
- Business Services Photo Services provides passport photos, photo image library, and professional photography and custom framing, among other services.

**Police** [http://www.umdps.umd.edu](http://www.umdps.umd.edu)

- Emergency 911 or 53333
- All other inquiries 53555
- Building Security Services (lock changes, security cameras, keyless entry) 53286
- Crime Prevention Unit (security surveys, crime prevention programming) 57032

**Policies**

- Policies of specific interest of faculty [http://www.faculty.umd.edu/specificpolicies](http://www.faculty.umd.edu/specificpolicies) 52509

**Printing and Design Services**

- Document Design and Production [http://www.dbs.umd.edu/design](http://www.dbs.umd.edu/design) 54463
  Provides assistance in the design and production of such items as:
  - Brochures, newsletters, and flyers
  - Buttons and banners
  - Logos and personalized stationery
  - Publications
- Printing Services [http://www.dbs.umd.edu/print](http://www.dbs.umd.edu/print) 59500
  Offers service and assistance throughout all phases of the printing process including:
  - Design
  - Mailing
  - Printing, production, binding

**Professional Programs** (See Extended Studies)

**Programs, Curricula and Courses**

- General Education [http://www.ugst.umd.edu/core](http://www.ugst.umd.edu/core) 59361
  - Advising information
  - Course reviews
  - New/modified course proposals
- New/Modified Academic Programs [http://www.vpac.umd.edu](http://www.vpac.umd.edu) 56836

**Promotion and Tenure Issues** [http://www.faculty.umd.edu/policies](http://www.faculty.umd.edu/policies)

- Office of the Associate Provost for Faculty Affairs 56803
  - Appointment of new faculty [http://www.faculty.umd.edu/FacultyAppointment](http://www.faculty.umd.edu/FacultyAppointment)
  - Delay in the tenure clock [http://www.faculty.umd.edu/tenuredelay](http://www.faculty.umd.edu/tenuredelay)
  - Emeriti review process and services provided
  - Promotion and tenure reviews and appeals

**Publications**

- Diamondback, Student Newspaper [http://www.umd.edu/Diamondback](http://www.umd.edu/Diamondback) 48200
- University Communications and Marketing [http://www.urhome.umd.edu/marketing](http://www.urhome.umd.edu/marketing) 51011

**Public Relations**

- Creative Strategy [http://urhome.umd.edu/marketing/what/design.htm](http://urhome.umd.edu/marketing/what/design.htm) 54611
- Marketing Strategy [http://urhome.umd.edu/marketing/what/strategic.htm](http://urhome.umd.edu/marketing/what/strategic.htm) 46650
- Public Affairs Strategy [http://urhome.umd.edu/marketing/what/media.htm](http://urhome.umd.edu/marketing/what/media.htm) 54621

**Purchasing, Shipping, and Receiving**

- P-Card [http://www.purchase.umd.edu/general/pcardmain.htm](http://www.purchase.umd.edu/general/pcardmain.htm) 55813
- Procurement and Supply – General  http://www.purchase.umd.edu ........................................... 55813
- Self Storage Rental ..................................................................................................................... 55854
- Terrapin Trader  http://www.purchase.umd.edu/trttrader .......................................................... 55854

**Registrar, Office of the**  http://www.testudo.umd.edu/Registrar.html ........................................... 48240
- Classroom Reservations ........................................................................................................... 48243
- UMEG ........................................................................................................................................ 48243
  - http://www.umeg.umd.edu
    - A web-based tool to help you with completing course administration tasks and with getting acquainted with students, including:
      - Creating class email reflector lists
      - Verifying your class roster at the end of drop/add
      - Submitting grades

**Registration Services**
- Class Scheduling  http://www.rr.umd.edu/schedule (college/dept. scheduling representatives)
- Conference Registration Services  http://www.rr.umd.edu .......................................................... 47884

**Relocation Assistance**  http://www.faculty.umd.edu/relocate .................................................................. 52509

**Research Advancement**  http://www.umresearch.umd.edu/ORAA .................................................. 56269
  - The Office of Research Administration & Advance (ORAA) assists faculty locating, obtaining, and managing sponsored research funding.

**Reservations**
- Campus Facilities (incl. STAMP Student Union) ........................................................................... 48488
- Classroom Reservations ............................................................................................................. 48248
- Housing for summer conferences  http://www.cvs.umd.edu/cmps/lodging.html ......................... 47884
- Riggs Alumni Center  http://www.riggs.umd.edu ........................................................................ 59756
- University of Maryland University College, Inn and Conference Center ............................... 301-985-7300

**Restaurants** (See Dining Services)
- Retirement (See Human Resources or the Faculty Handbook)

**Retreat and Meeting Facilitation**  http://www.cloc.umd.edu .......................................................... 57584

**Risk Management** (see Environmental Safety)

**Sabbaticals** Betty Wineke  http://www.faculty.umd.edu/SabbProf ................................................... 56803

**Searches for Faculty, Staff** (See Human Resources, Equity Issues & Appointment, Promotion & Tenure)

**Special Events, Conferences, Symposiums**
- Catering/Dining Services  http://www.dining.umd.edu/catering ..................................................... 41100
- Conferences and Visitor Services  http://www.cvs.umd.edu .......................................................... 47884
- Fire Marshal .................................................................................................................................. 53960
- Furniture Rental/Moving, Special Events Support ...................................................................... 53330
- Parking: Special Arrangements, Anita Taylor .............................................................................. 47182
- Police/Security ............................................................................................................................... 57031
- Reservations (Campus Facilities) .................................................................................................. 48488
- Riggs Alumni Center  http://www.riggs.umd.edu ........................................................................ 59756
- Travel Services ............................................................................................................................. 50607

**Statistics on the University, Faculty, Staff, and Students** (See Data)

**Student Issues and Services**
- Academic Integrity  http://www.studentconduct.umd.edu ............................................................ 48204
- Bursar Student Accounts .............................................................................................................. 49000
- Counseling Center  http://www.counseling.umd.edu ................................................................. 47651
- Health Services – University Health Center  http://www.health.umd.edu
  - General Information ................................................................................................................... 49144
  - Appointments ........................................................................................................................... 48184
  - Pharmacy ................................................................................................................................. 48167
- International Student Assistance  (See International Faculty and Student Assistance)
- Learning Assistance Services  http://www.counseling.umd.edu/LAS ........................................ 47693
- Legal Affairs (See Legal Matters) .............................................................................................. 54945
• Student Academic Concerns
  Ann Smith, Undergraduate Student Ombudsperson................................................................. 56851
  Barbara Finkelstein, Graduate Ombudsperson, http://www.gradschool.umd.edu .......... 53132
• Student Conduct............................................................................................................................. 48204
  Academic Dishonesty
  Behavioral Evaluation and Threat Assessment
  Non-Academic Misconduct
• Student Counseling Crisis “Warm Line”.......................................................................................... 47651
  Phone line to request consultation with a professional therapist, response within a few hours.
• Peer Counseling “Hot Line”............................................................................................................. 4HELP
• Student Threatening Behavior........................................................................................................... 48507
  The Behavior Evaluation and Threat Assessment Resource Group (BETA) provides information to staff and faculty dealing with individuals who may be threatening, disruptive, or otherwise problematic. The group makes referrals to appropriate campus entities and, if necessary, off-campus agencies.
• Students with Disabilities ............................................................................................................... http://www.counseling.umd.edu/DDS
  Disability Support Services .............................................................................................................. 47682
• Study Abroad Program, Rick Weaver http://www.umd.edu/studyabroad ................................. 47746

Sustainability (See Environmental Safety)
Summer Term (See Extended Studies)

Teaching Policies and Resources
• Center for Teaching Excellence http://www.cte.umd.edu ......................................................... 59356
• Enterprise Learning Management System http://www.elms.umd.edu ........................................ 51500
  ELMS (powered by Blackboard Academic Suite) is the University’s official Web-based course and content delivery system.
• Policies and guidelines http://www.faculty.umd.edu/teach/InstructionalGuide.htm ............... 52509
• Textbook ordering http://www.ubc.umd.edu/Textbooks/Faculty/Faculty_home.htm ............. 52509
• UMEG (see Registrar’s Office)
• Web-based Instructional Assistance (See Information Technology)

Team Development/Team Building http://www.cloc.umd.edu .................................................. 57584

Technology Issues (See Information Technology)
Telecommunication Services (See Information Technology)

Tenure Delay http://www.faculty.umd.edu/tenuredelay ................................................................. 52509
  Automatic tenure delays are given to all new parents. In addition, tenure-track faculty may request tenure delays for a variety of personal or professional reasons.

Textbook Ordering
• Adoption guidelines/acknowledgement of compliance http://faculty.umd.edu/textbooks 52509
• UM Book Center http://www.ubc.umd.edu/Textbooks/Faculty/Faculty_home.htm ............... 42665

Transportation Services http://www.transportation.umd.edu ..................................................... 47275
• Biking Program
• Bus Charters
• Carpool Program
• Parking Registration and Ticket Information
• Public Transportation (Metrobus, Metrorail, MARC, etc.) PRE-TAX vouchers
• Shuttle-UM, the campus bus service
• Zimride (carpool matching database)

Travel Authorization and Arrangements http://www.dbs.umd.edu/travel ................................... 50607
• State vehicle rental (See Motor Transportation Services)
• Travel request approval and reimbursements

Undergraduate Students (Also see Student Issues and Services)
• Living-Learning Programs http://www.resnet.umd.edu/acadhall.html ................................. 42100
Beyond The Classroom.................................................... http://www.beyondtheclassroom.umd.edu
CIVICUS ...................................................................................................... http://www.bsos.umd.edu/civicus
College Park Scholars.................................................................................. http://www.scholars.umd.edu
Digital Cultures and Creativity........................................................................ http://www.dcc.umd.edu
Entrepreneurship and Innovation.................................................. http://www.mtech.umd.edu/educate/eip
Gemstone........................................................................................................ http://www.gemstone.umd.edu
Global Communities................................................................................... http://www.globalcommunities.umd.edu
Hinman CEOs (Campus Entrepreneurship Opportunities).. http://www.hinmanceos.umd.edu
Honors Humanities .......................................................................................... http://www.honorshumanities.umd.edu
Integrated Life Sciences .................................................................................. http://www.ils.umd.edu
Jiménez-Porter Writers’ House............ http://www.writershouse.umd.edu/lowres_index.php
Language House ............................................................................................. http://www.languages.umd.edu/lh
University Honors ............................................................................................ http://www.honors.umd.edu
Women in Engineering ................................................................................... http://www.wie.umd.edu

VIRTUS: Men in Engineering........................................... http://www.seeds.umd.edu/programs/virtus.html
  • Student Academic Concerns: Ann Smith, Ombuds Officer ................................................ 56851
  • Study Abroad Program, Rick Weaver http://www.umd.edu/studyabroad .............................. 47746
  • The President’s Promise http://www.presidentspromise.umd.edu ............................................. 47888
  • Undergraduate Admissions http://www.uga.umd.edu/admissions ........................................... 48385
  • Undergraduate Research http://www.ugresearch.umd.edu ........................................................ 59363

University Data/Statistics (See Data on the University, Faculty, Staff, and Students)
University Policies (See Policies)
Video Production http://www.urhome.umd.edu/marketing/what/video.htm.............................. 54617
Web Services (See Information Technology)
Winter Term (See Extended Studies)
Worker’s Compensation (see Environmental Safety)
Young Scholars Discovery (See Extended Studies)
Young Scholars Program (See Extended Studies)
Office of the Senior Vice President and Provost

Senior Vice President and Provost
Ann Wylie

Executive Assistant to the Provost
Beverly Rodgerson

Associate Vice President for Academic Services
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Assistant Vice President, Undergraduate Admissions & Enrollment Planning
Barbara Gill

Assistant Vice President, Enrollment Services & Student Financial Aid
Sarah Bauder

Assistant Vice President for Records, Registration, & Extended Studies
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Associate Vice President, Institutional Research, Planning & Assessment
Mona Levine

Associate Vice President, Institutional Research, Planning & Assessment
Robert Waters

Associate Provost & Associate Vice President for International Affairs
Jonathan Wilkenfeld (I)

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Universities at Shady Grove
Stewart Edelstein

Special Assistant to the Provost (for Facilities)
Vacant

Founding Director
Institute for Bioscience & Biotechnology Research (IBBR)
Donald Nuss

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Dean, College of Agriculture & Natural Resources
Director, Maryland Agricultural Experiment Station
Director, University of Maryland Extension

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Loretta Carstens

Assistant Deans & Directors

Finance & Management
Daniel Ramia, Assistant Dean

HR Director/Equity Officer
Barbara Duncan, Director

Information & Education Technology
Loc Hoang, Director

Int’l Programs in Ag & Nat. Res.
Raymond J. Miller, Director

Office of External Relations
Brian Magness, Director

Assistant to the Dean for Alumni & External Relations
Gail Yeiser

Academic Programs
Leon Slaughter, Associate Dean

Assistant Dean
Vacant

Assistant to the Dean
Recruitment
Elizabeth Weiss

Academic Departments & Programs

Agricultural & Resource Economics
Lars Olson, Chair

Plant Science & Landscape Architecture
William Kenworthy, Chair

Environmental Science & Technology
William Bowerman, Chair

Environmental Science & Policy Program
Bruce James, Director

Animal & Avian Sciences
Tom Porter, Chair

Nutrition & Food Science
Lucy Yu, Acting Chair

Veterinary Medicine
Siba Samal, Chair

Institute of Applied Agriculture
Gloria Hyman, Director

MD Agricultural Experiment Station
Adel Shirmohammadi, Associate Dean/Associate Director

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CMREC/WMREC/LESREC
Russ Brinsfield, Director, WREC

UMES/UM Programs
Henry Brooks, Coordinator

Harry R. Hughes Center for Agro-Ecology, Inc.
Russell Brinsfield, Executive Director

University of Maryland Extension
Nick Place, Associate Dean/Associate Director

Family, Youth & Community
Patsy Ezell, Assistant Director

4-H Youth Development
Jeff Howard, Assistant Director

Evaluation & Assessment
Teresa McCoy, Assistant Director

Agriculture & Natural Resources
Andrew Lazur, Assistant Director

East & West Regional Extension
Tom Miller, Director

Sea Grant Program
Doug Lipton, Program Leader

UMES Administrator, 1890
Programs
Henry Brooks, Associate Director

VA-MD Regional College of Veterinary Medicine
Siba Samal, Associate Dean

● CFS
Robert Buchanan, Director
● JIFSAN
Jianghong Meng, Director

● Entomology (CMNS)
Charles Mitter, Chair
● Family Science (SPHL)
Elaine Anderson, Chair

Updated January 2012
College of Behavioral and Social Sciences

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Academic Affairs
Wayne McIntosh

Assistant Dean
Diversity
Kim Nickerson

Assistant Dean
Fiscal Affairs & Administration
Ann Holmes

Assistant Dean
Academic Computing Services
Dan Navarro

Assistant Dean
External Relations
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Communications & Marketing
VACANT

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Student Affairs
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Director of Advising
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CIVICUS
Living-Learning Program
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African-American Studies
Bill Falk (Acting)

Department Chair
Anthropology
Paul Shackel

Department Chair
Criminology and Criminal Justice
Sally Simpson

Department Chair
Economics
Peter Murrell

Department Chair
Geography
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Fiscal Affairs & Administration
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Director of Development
Deborah Rhebergen

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Student Affairs Administration
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Government and Politics
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Department Chair
Hearing and Speech Sciences
Nan Bernstein-Ratner

Department Chair
Psychology
Thomas Wallsten

Department Chair
Sociology
Reeve Vanneman

Joint Program in Survey Methodology
Fred Conrad

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National Consortium for the Study of Terrorism and Responses to Terrorism
Gary LaFree

Director
Center for Substance Abuse Research
Eric Wish

Director
Washington-Baltimore High Intensity Drug Trafficking Agency
Thomas Carr

Director
Maryland Population Research Center
Sandra Hofferth

Director
Center for Neuroscience and Cognitive Science
Robert Dooling (NACS)

Executive Director
Interindustry Forecasting Project at the Univ. of Maryland
Jeffrey Werling

Updated January 2012
College of Education
Administrative Organizational Chart

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Dean

Department Chairs

Dennis Kivlighan
Chair
Counseling, Higher Education and Special Education (CHSE)

Francine Hultgren
Chair
Teaching, Learning, Policy, and Leadership (TLPL)

Kathryn Wentzel
Interim Chair
Human Development and Quantitative Methodology (HDQM)

Academic, Research Support and K-16 Relations

Margaret McLaughlin
Associate Dean
Research and Graduate Education

Stephen Koziol
Interim Associate Dean
Academic Programs and Outreach

Philip Burke
Associate Dean
State and Federal Relations and General Education Programs

Stephanie Timmons Brown
Executive Director
Maryland Institute for Minority Achievement and Urban Education

Administrative and Fiscal Support

Kathleen Angeletti
Assistant Dean
Administration, Planning & Assessment

April Patty
Assistant Dean
Finance & Personnel

College Advancement

Carla Maxwell Ray
Executive Director
Development & External Relations

Elizabeth Driver
Director
Maryland English Institute

Julia Mosley
Assistant to the Dean

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Dean of the Graduate School
Charles Caramello

Assistant to the Dean
Kathleen Worthington

Program Management Specialist
Robyn Kotzker

Post Doctoral Associate
Justin Maher

Graduate Assistants

Ombuds Officer
Barbara Finkelstein

International Programs
Val Woolston

Chief of Staff and Assistant Dean for Administration, Finance, and Strategic Planning
Cynthia Hale

Associate Dean Fellowships and Awards
Tita Chico

Associate Dean Academic Standards and Policies
TBD

Associate Dean Student Success
Arthur Popper

Associate Dean Diversity and Student Experience
TBD

Post Doctoral Associate
TBD

Post Doctoral Associate
TBD

Coordinator Fellowships
Barbara Ferguson

Coordinator Admissions
Toyin Oguntulo

Coordinator International Admissions
Megan Van Son

Coordinator International Admissions
TBD

Coordinator MEGS
Matt McLean

Coordinator POC
Greg Sensing

Business School Admissions
Maxine McCarthy

Graduate Council

Advisory Groups

Dean’s Student Advisory Group

Chief of Staff

Coord. Fellowships
Barbara Ferguson

Coord. Admissions
Toyin Oguntulo

Coord. International Admissions
Megan Van Son

Coord. International Admissions
TBD

Coord. MEGS
Matt McLean

Coord. POC
Greg Sensing

Coord. Business School Admissions
Maxine McCarthy

Coord. IT
TBD

Coord. Data
Joe Williams

Budget Specialist
TBD

Dir. of Communications
TBD

Dir. of Finance
Patty Woodwell

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