

New Faculty Quick Reference Guide

| For questions about... | the best person/department to go to is... |
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| office supplies, chalk or white board markers, expense report forms, typing, travel forms , most everyday concerns | your building secretary |
| photocopying small or last minute jobs | the photocopier in your building. You will need a code from your building secretary. |
| photocopying large jobs, business cards | The Copy Center. There is a form on-line on the intranet: https://admin.albright.edu/adminauth.php |
| help with audiovisual equipment, a burnt out projector bulb, borrowing a digital camera | Media Services in the library. Elizabeth Fields: efields@alb.edu |
| borrowing a laptop | your building secretary; many buildings and some departments have a laptop available. Media Services in the library also has laptops available for loan. |
| keys, afterhours access to buildings for yourself or students, parking permits or questions, keys, suspicious persons, van reservations, ID cards | Public Safety ×7670 For emergencies, call 311 |
| advising, academic standing and probation | Joe Thomas: jthomas@alb.edu |
| faculty mentoring program | Lisa Wilder: lwilder@alb.edu |
| students with disabilities | the Academic Learning Center, ×7662 or academiclearningcenter@albright.edu Erin Evans (Director); April Fitzpatrick (Assistant Director) |

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| tutoring services, student-led office hours, group student sessions, academic skills workshops | the Academic Learning Center ×7662 or academiclearningcenter@albright.edu Erin Evans (Director); April Fitzpatrick (Assistant Director) |
| The Writing Center | The Writing Center is in the computer center building. Rachel Liberatore: rliberatore@alb.edu |
| students who appear at risk, academically or otherwise | fill out a student alert form on the intranet: https://admin.albright.edu/adminauth.php |
| room reservations | Kerri Fetter: kfetter@alb.edu , for an academic building room before 5 pm; Lois Kubinak: lkubinak@alb.edu , for other buildings and academic buildings after 5 pm and on weekends. |
| mail | Apart from your mailbox, there is an outgoing mailbox in your building. For internal mail, just write the name and building on an interoffice envelope. For external mail, you will need a department budget number, which you can get from your chair or the building secretary. For packages, visit the mailroom beside Jake's Place in the Campus Center. |
| internal grants for conference travel, summer research support, etc.* | the Professional Council: profCouncil@alb.edu or Betsy Kiddy: ekiddy@alb.edu . There is an on-line form to fill out on the on the intranet: https://admin.albright.edu/adminauth.php |
| external grants* | Darlene Roth: droth@alb.edu . |
| the ACRE program (summer/interim research with students) | CELAR (Center for Experiential Learning and Research): kjusteson@alb.edu , Academic Affairs Office, or Frieda Texter: ftexter@alb.edu . |
| questions about tenure requirements, teaching, service, and scholarship | your mentor, your department chair, or Andrea Chapdelaine: achapdelaine@alb.edu .* |
| help with Moodle | George Missonis: gmissionis@alb.edu . |

*Indicates there will be Professional Council seminars based on this topic.

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| software installation, software or hardware issues on your computer, e-mail | the helpdesk: helpdesk@albright.edu . |
| maintenance or facilities issues | Fill out a request form on the intranet: https://admin.albright.edu/adminauth.php . |
| cases of academic dishonesty | Andrea Chapdelaine: achapdelaine@alb.edu . |
| book orders, Albright paraphernalia, academic regalia for convocation or graduation | the bookstore. For book orders, contact Joe Preletz: jpreletz@alb.edu . For academic regalia, contact Diane Sheetz: dsheetz@alb.edu . |
| new course proposals, individualized student programs | the Curriculum Committee or Sue Seidenstricker: sseidenstricker@alb.edu . |
| large curricular changes | the Educational Policy Committee via Ian Rhile irhile@alb.edu and Joe Thomas: jthomas@alb.edu . |
| the Albright Experience | the Experience calendar and proposal forms can be found on-line at www.albright.edu/experience/ . Otherwise, contact Gerry Ronning: gronning@alb.edu . |
| the first-year seminar program | Brian Buerke: bbuerke@alb.edu or Joe Thomas: jthomas@alb.edu . |
| general studies | Joe Thomas: jthomas@alb.edu |
| IQWeb, student records, registration concerns | the Registrar's Office or Dave Ballaban: dballaban@alb.edu . |
| catering | Dining Services (×7603). |
| the Honors Program, honors courses or modules | Julia Heberle: jheberle@alb.edu . |
| the College Thesis program | Lawrence Morris: lmorris@alb.edu . |

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| field trips | your department chair and Academic Affairs. Required forms can be found under “faculty travel” on the intranet: https://admin.albright.edu/adminauth.php |
| career resources for students | the Career Development Center in Selwyn Hall. Karen Evans: kevans@alb.edu . |
| the Alpha program (undecided students) | John Pankratz: jpankratz@alb.edu or Joe Thomas: jthomas@alb.edu . |
| student health concerns | Gable Health Center (×7532) or Samantha Wesner: swesner@alb.edu . |
| student activities | Brad Smith: bsmith@alb.edu . |
| insurance, payroll, direct deposit | Contact Human Resources. For insurance/benefits: Cindy Wilson: cwilson@alb.edu . For payroll and direct deposit: Erin Nydegger: enydegger@alb.edu . |
| coffee | depending on your taste, location and time: Jake's Java (located outside the bookstore in the Campus Center); Wawa; the bagel place in the Rockland Center; or Max Crema's on route 12. |
| faculty bridge club ♠♥♦♣ | Denise Greenwood: dgreenwood@alb.edu . |
| the fitness center, pool, weight room, fitness classes, training | These services are located in the Schumo Center. Contact Athletics or Alison Camlin: acamlin@alb.edu . |
| the college website | the individual department or Dave Markowski: dmarkowski@alb.edu . |
| tickets for performances | the box office (×7547). |
| other questions | the "Who's on First" Reference Directory on the intranet: https://admin.albright.edu/adminauth.php |

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