

DEPARTMENT OF PHILOSOPHY

Humanities & Social Sciences Bldg. (H&SS) 7th/8th floors
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Offices Hours: M-F, 8:00-12:00 & 1:00-4:30

STAFF by FUNCTION:

Phone Extensions: 858-534-XXXX or 858-822-XXXX

ACADEMIC AFFAIRS	Staff Member	Phone Ext.
Academic Personnel	D. Ambrose	4-3074
Academic Compensation	D. Ambrose	4-3074
Academic Reviews	D. Ambrose	4-3074
Academic Leaves/Sabbaticals	D. Ambrose	4-3074
Appointments – Faculty	D. Ambrose	4-3074
Appointments –Temp Instructional Staff	C. Asmann	4-3076
Payroll/Benefits – Faculty	S. Winchester	4-3071
Payroll/Benefits – Temp Instructional Staff	C. Asmann	4-3076
Recruitment - Faculty	S. Winchester	4-3071
Summer Session – Faculty Appointments	N. E. Guerrero	4-3077
Summer Session – Temp Instructional Staff	C. Asmann	4-3076
Visiting Scholar Program	S. Winchester	4-3071

FISCAL AFFAIRS	Staff Member	Phone Ext.
Audit Support & Compliance	D. Ambrose	4-3074
Block Grant	C. Asmann	4-3076
Budgets	D. Ambrose	4-3074
Faculty Research: Contracts & Grants (Post-Award)	S. Winchester	4-3071
Faculty Research: Pre-Award Proposals	S. Winchester	4-3071
Entertainment	S. Winchester	4-3071
Expense Reimbursements	S. Winchester	4-3071
Financial Reporting	S. Winchester	4-3071
Fund Management	S. Winchester	4-3071
Purchasing	S. Winchester	4-3071
Strategic Planning	D. Ambrose	4-3074
TA/Temp FTE Budgets	C. Asmann	4-3076
Travel	S. Winchester	4-3071

GENERAL ADMINISTRATION	Staff Member	Phone Ext.
Conference/Speaker Program Coordination	S. Winchester	4-3071
Equipment Inventory	S. Winchester	4-3071
Facilities Issues	D. Ambrose	4-3074
ID Cards	S. Winchester	4-3071
Keys	S. Winchester	4-3071
Office Set-Up (new Faculty)	S. Winchester	4-3071
Photocopying/RISOgraph (Staff/Office of the Chair)	PhilOffice	4-3070
Room Scheduling	N. E. Guerrero	4-3077
Space Assignment/Allocation	D. Ambrose	4-3074
Supplies	N. E. Guerrero	4-3070

HUMAN RESOURCES	Staff Member	Phone Ext.
Compensation - Staff	D. Ambrose	4-3074
Employee/Labor Relations	D. Ambrose	4-3074
Payroll/Benefits – Staff, Student Employees	S. Winchester	4-3071
Performance Management/Appraisals	D. Ambrose	4-3074
Recruitment – Staff, Student Employees	S. Winchester	4-3071
Staff Supervision	D. Ambrose	4-3074
Timekeeping	S. Winchester	4-3071

INFORMATION TECHNOLOGY	Staff Member	Phone Ext.
Departmental Security Administration (DSA)	D. Ambrose	4-3074
Desktop Computing Support	PhilTech	4-7748
E-mail: Accounts, Usernames & Passwords	ACT Help Desk	4-1853
Hardware/Software Service and Maintenance	PhilTech	4-7748
Network Administration	PhilTech	4-7748
Purchasing (Computing)	S. Winchester	4-3071
Server/Storage (Departmental) Management	PhilTech	4-7748
Server/Storage (Jacobs School) Management	JSOE Help Desk	4-7748
Technical Troubleshooting	PhilTech	4-7748
Website Development/Maintenance	PhilTech	4-7748
Website – Content Managed Site (CMS)	CWO	4-7748

STUDENT AFFAIRS	Staff Member	Phone Ext.
Catalog Copy	N. E. Guerrero	4-3077
Course Evaluations (Departmental & CAPE)	N. E. Guerrero	4-3077
Course Scheduling	N. E. Guerrero	4-3077
Curriculum Planning	N. E. Guerrero	4-3077
Degree Checks - Undergraduates	N. E. Guerrero	4-3077
Grade Changes/Reports	N. E. Guerrero	4-3077
Graduate Admissions & Advancements	C. Asmann	4-3076
Graduate Advising	C. Asmann	4-3076
Graduate Appointments: GSRs, TAs, Readers, Assoc Ins, Postdocs	C. Asmann	4-3076
Graduate Payroll/Benefits: GSRs, TAs, Readers, Assoc Ins, Postdocs	C. Asmann	4-3076
Graduate Placement	C. Asmann	4-3076
Graduate Policies & Procedures	C. Asmann	4-3076
Graduate Support	C. Asmann	4-3076
TA/Reader Assignments	C. Asmann	4-3076
Desk Copy Ordering	N. E. Guerrero	4-3077
Summer Session – Graduate Students, TAs, Temp Instructional Staff	C. Asmann	4-3076
Undergraduate Advising	N. E. Guerrero	4-3077
Undergraduate Intake Services	N. E. Guerrero	4-3077
Undergraduate Outreach/Events	N. E. Guerrero	4-3077
Undergraduate Policies & Procedures	N. E. Guerrero	4-3077