

Reference Guide for New Faculty

| TOPIC | OFFICE | PHONE | WEBSITE and/or EMAIL |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Academic Advising | Student Success Center Sisson Hall S128 <i>Carolyn Leathers</i> | x2580 | http://www.potsdam.edu/support/ssc/index.cfm avilaca@potsdam.edu |
| Academic Dishonesty | Office of Student Conduct & Community Standards Student Union 208 <i>Annette Robbins</i> | x2358 | http://www.potsdam.edu/studentlife/index.cfm robbinal@potsdam.edu |
| Academic Support (tutoring) | Student Success Center Sisson Hall S110 <i>Sarah Elliott</i> | x2702 | http://www.potsdam.edu/support/asotutoring/index.cfm elliotse@potsdam.edu |
| Accommodative Services (learning and physical disabilities) | Student Success Center Sisson Hall S110 <i>Sharon House</i> | x2702 | http://www.potsdam.edu/support/oas/index.cfm housesese@potsdam.edu |
| Affirmative Action | Morey Hall 139 <i>Susan Stebbins</i> | x3372 | http://www.potsdam.edu/offices/hr/affirmativeaction.cfm stebbinsa@potsdam.edu |
| Associated Colleges (an independent not-for-profit educational consortium with four members: SUNY Potsdam, Clarkson, St. Lawrence University and SUNY Canton) | Merritt Hall 200 <i>Anneke Larrance</i> | x3331 | http://www.associatedcolleges.org/ laranaj@potsdam.edu |
| Center for Diversity | Sisson Hall S104 <i>Sheila Marshall</i> | x2184 | http://www.potsdam.edu/studentlife/diversity/index.cfm marshasm@potsdam.edu |
| Child Care Center | Merritt Hall 200 <i>Lori Moulton</i> | x2391 | http://www.potsdam.edu/faculty/spccc/index.cfm moultojl@potsdam.edu |
| College policies & procedures | Faculty Handbook | | http://www.potsdam.edu/offices/hr/policies.cfm |

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| Counseling Center | VanHousen Hall 135 <i>Jeffrey Lazovik</i> | x2330 | http://www.potsdam.edu/studentlife/counseling/index.cfm lazovijb@potsdam.edu |
| <u>Dean's Offices</u> | | | |
| School of Arts & Sciences | <i>Dean Steve Marqusee</i> | x2231 | http://www.potsdam.edu/academics/AAS/index.cfm |
| The Crane School of Music | <i>Dean Michael Sitton</i> | x2415 | http://www.potsdam.edu/academics/Crane/index.cfm |
| School of Education & Professional Studies | <i>Dean Peter Brouwer</i> | x2515 | http://www.potsdam.edu/academics/SOEPS/index.cfm |
| Department issues and procedures | Department Chair | | |
| Employment related issues | Office of Human Resources Raymond Hall 219 <i>Mary Dolan</i> | x4816 | http://www.potsdam.edu/offices/hr/index.cfm dolanmk@potsdam.edu |
| Partner/Spouse Employment Opportunities | Associated Colleges Van Heusen Extension 288 <i>Anneke Larrance</i> | x3331 | http://www.associatedcolleges.org/employment/facultyspousesandpartners.htm larranaj@potsdam.edu |
| Experiential Education (internships and service learning) | Student Success Center Sisson Hall S116 <i>Toby White</i> | x2702 | http://www.potsdam.edu/support/eoo/index.cfm whitetj@potsdam.edu |
| Faculty Abroad | Student Success Center Sisson Hall S131 <i>Krista LaVack</i> | x2335 | http://www.potsdam.edu/academics/international/facultyabroad/index.cfm lavackkm@potsdam.edu |
| Fitness Center | Maxcy Hall <i>Tonya Hewitt</i> | x3351 | http://www.potsdam.edu/athletics/fitnesscenter/index.cfm hewitttk@potsdam.edu |
| General Education Program | Raymond Hall 712 <i>Caroline Downing</i> | x2138 | http://www.potsdam.edu/academics/general_education/index.cfm downincj@potsdam.edu |
| Human Resources | Raymond Hall 219 <i>Mary Dolan, Heather O'Hara</i> | x4816 | http://www.potsdam.edu/hr dolanmk@potsdam.edu , oharaha@potsdam.edu |

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| International Education | Student Success Center Sisson Hall S131 <i>Krista LaVack</i> | x2507 | http://www.potsdam.edu/academics/international/index.cfm lavackkm@potsdam.edu |
| Office maintenance issues (keys, phones, mail, etc.) | Department Secretary and/or Physical Plant | | http://www.potsdam.edu/about/physicalplant/index.cfm |
| Online, Summer and Winterim courses | Extended Education Raymond Hall 206 <i>Tom Fuhr</i> | x3089 | http://www.potsdam.edu/academics/ExtEd/index.cfm fuhrtw@potsdam.edu |
| Professional Development LTEC | Crumb Library 107 <i>Cheryl Miller</i> | x2974 | http://www.potsdam.edu/faculty/teachingresources/ltec/index.cfm millercc@potsdam.edu |
| Teaching Circles | <i>Lisa Amati</i> | x3482 | amatilm@potsdam.edu |
| Funding for Prof. Development | | | http://www.potsdam.edu/about/administration/provost/professionaldevelopment.cfm |
| Registrar's Office | Raymond 313 <i>Ramona Ralston</i> | x2154 | http://www.potsdam.edu/offices/registrar/index.cfm ralstorm@potsdam.edu |
| Research and Sponsored Programs | Raymond Hall 204 <i>Nancy Dodge-Reyome</i> | x2131 | http://www.potsdam.edu/faculty/research/rsपो/index.cfm dodgenm@potsdam.edu |
| Special Programs/Bridges/EOP | Sisson Hall S136 <i>Shailindar Singh</i> | x2335 | http://www.potsdam.edu/support/bridges/index.cfm http://www.potsdam.edu/support/eop/index.cfm singhs@otsdam.edu |
| Student and Family Transitions | Student Success Center Sisson Hall S128 <i>Louise Tyo</i> | x2580 | http://www.potsdam.edu/support/ssc/index.cfm tyola@potsdam.edu |

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| Student Health Services | Van Housen Hall 119 <i>Ada Law</i> | x2664 | http://www.potsdam.edu/studentlife/healthservices/index.cfm lawam@potsdam.edu |
| Student Support Services | Sisson Hall S119 <i>Diana Fisher</i> | x2347 | http://www.potsdam.edu/support/sss/index.cfm fisherdg@potsdam.edu |
| Technology Support Helpdesk | CTS Stillman 103 | x2083 | http://www.potsdam.edu/cts/ http://www.potsdam.edu/cts/helpdesk/index.cfm |
| Instructional Technology Center | Stillman Hall 105 <i>Paula Willard</i> | x3221 | http://www.potsdam.edu/cts/services/itc.cfm willarpk@potsdam.edu |
| TelCom | Stillman 216 <i>Brenda Bennett</i> | x3000 | http://www.potsdam.edu/cts/services/TelCom/index.cfm bennetbs@potsdam.edu |
| Writing Center | Carson Hall 106 <i>Karen Springsteen</i> | x4877 | http://www.potsdam.edu/support/cwc/index.cfm springkl@potsdam.edu |