

FACULTY AND STAFF RESOURCE GUIDE – AY 2016-2017

Appointments with Dean Flynn

Alejandro Maldonado, Front Office Coordinator **MRF 214** - 213-740-8311 armaldon@usc.edu

Event/Meeting Invitations to the President or Provost

Invitations should be addressed to the President or Provost, but sent to Dean Flynn requesting that she forward.

Please include the appropriate Calendar Request form and an email explaining your request to Dean Flynn. Copy Lynn Tamayo on your email. The forms can be found at:
http://www.usc.edu/dept/pubrel/specialevents/event_management/request_forms.php

Lynn Tamayo, Executive Assistant, Dean's Office, **MRF 214** - 213-821-1121 tamayo@usc.edu

Faculty Tenure and Promotion

Dorian Traube, Associate Dean of Faculty Affairs, **SWC 216** - (213) 740-1989 traube@usc.edu

Haluk Soydan, Associate Dean of Non-Tenure Track Faculty Affairs, **MRF 102** - (213) 821-3619
soydan@usc.edu

Instructional Enhancement and Faculty Development

Betsy Phillips, Assistant Dean for Faculty Development **SWC 213** (213) 740-0695
betsy.phillips@usc.edu

Wendy Smith, Associate Dean for Curriculum Planning and Assessment **MRF 337**
(213) 740-1391 wsmith@usc.edu

Campus Based Faculty support, book orders, guest lecture parking reservations, syllabi, etc

Ellen Castillo, Administrative Assistant **MRF 201** – (213) 740-9448 elenc@usc.edu

VAC Faculty support, book orders, syllabi, etc

Lois Rosby, VAC Office Manager, **City Center** - (213) 821-0979 rosby@usc.edu

Work study students, office supplies, office assignment, telephone, photocopy codes or materials

Kathy Logan, Facilities Manager, **SWC 201** – (213) 821-2242 klogan@usc.edu

Registration, grade submission, student rosters, class cancellation

Campus - Monica Ellis, Assistant Dean and Social Work Registrar **City Center** – (213) 821-0903
monicael@usc.edu

VAC – Maricel Veluz, Student Services Advisor, **City Center** – (213) 821-0907
mveluz@usc.edu

Access to scholarship account expense and business cards

James E. Kelly, Financial Affairs Manager, **MRF 203** – (213) 740-1243 jekelly@usc.edu

Student issues and concerns, Student Org

Joshua Watson, Director of Student Affairs **MRF 102D** - 213-740-2014 - jjwatson@usc.edu

Computer software/hardware questions or problems, video equipment

<http://sowkweb.usc.edu/faculty-staff-resources>

Blackboard and other computer issues not specific to social work

clarify@usc.edu; 213-740-5555

Room reservations

<https://sowkweb.usc.edu/faculty-staff-resources/form/room-request>

Offer letter, contract and payroll

Full time and adjunct faculty - Nataly Manzo, Home Department Coordinator, **MRF 203** – (213) 821-1236 nmanzo@usc.edu

VAC Full time and adjunct faculty – Alseyonne King, HD Payroll/Personnel Technician **City Center** – Phone Number TBD alseyonk@usc.edu

Ground Adjunct Faculty and Student Hires - Laylani De La Vega, Lead Payroll Coordinator **MRF 203** – (213) 740-0366 ldelaveg@usc.edu

Library Services

Melanee Vicedo, Head of Education and Social Work Library Services **MRF 104A** - (213) 740-0545 vicedo@usc.edu

Campus Safety

Department of Public Safety, **3667 S McClintock Ave.** Emergency # (213) 740-4321 Business # (213) 740-6000