New Faculty
Faculty Resources Guide—Contact Sheet

Academic Advising —coordinates freshman/sophomore advising: Prof. Monica Potkay (757) 221-2476

Accessibility Services: Lesley Henderson (757) 221-2509
- Need to set up an exam? testing@wm.edu

Arts & Sciences Faculty Resources
- Strategic planning, curriculum review, and bylaws: Faculty of Arts and Sciences Documents

W&M Bookstore: (757) 221-1651
- To set up book orders for classes or take advantage of the 20% faculty/staff discount: Faculty Resources

Campus Police: (757) 221-4596

Charles Center for Academic Excellence: (757) 221-2460
- Joel Schwartz, Director
- Honors Fellowships (funding for undergraduate students and their faculty advisors; deadline Spring Break, 2017)
- Summer student research scholarships (deadline Spring Break, 2017)
- Teaching Project (year-long teaching workshop; applications June, 2017)
- May Seminars (faculty seminars on curriculum development and teaching projects; applications March, 2017)

Compliance and Equity—central support for legal, regulatory, and ethical compliance obligations
- Kiersten Boyce, Chief Compliance Officer (757) 221-3146

Counseling Center: (757) 221-3620—refer students or call for advice
- Warrenetta C. Mann, Director (757) 221-3620

Dean of Students Office: (757) 221-2510
- Marjorie Thomas, Dean of Students (main office number)
- Dave Gilbert, Director of Student Conduct (Honor Code issues) (757) 221-2509
- Wilmarie Rodriguez, Student Services (main office number)
• **Nancy Everson**, Academic Enrichment Programs such as Tribe Zone tutoring (main office number)

**Facilities coordination**: Reserve a space for meetings—**Laura Sullivan-Goodman** (757) 221-3272

**Honor Council** — elected student committee with authority over honor code policy and enforcement
  • **Report a violation**: (757) 221-3305

**Human Resources**: (757) 221-3169
  • **John Poma**, Chief Human Resources Officer (757) 221-3115
  • **Rita Metcalfe**, Benefits (757) 221-3158
  • **Angela Mason**, Leave and Payroll (757) 221-3138
  • **Martha Daniels**, Records Coordinator (757) 221-3160
  • **Babs Bengtson**, Training and Development (757) 221-1845
  • **Debra Jarvis**, Compensation and Performance Management (757) 221-1260
  • **Lynn Riggs**, Employee Relations (757) 221-3253

**Health Center**: **Virginia D. Wells**, Director (757-221-3270)

**Health and Wellness Promotion** — if students have questions about mental/sexual/physical health resources: **Eric Garrison** (757) 221-7396

**Information Technology (IT)**
  • **Academic Information Services**: **Jeff Cahoon** (757) 221-2310
  • **Classroom Technology & Support**: (757) 221-3011
  • **Technological Support Center (TSC)**: (757) 221-4357

**Neurodiversity Initiative** seeks to raise awareness of the vast array of neurological differences on campus and provide support for neurodivergent students
  • Neurodiversity Working Group: **Warrenetta C. Mann** (757)-221-3620 or **Karin Wulf** (757)-221-1133
  • Neurodiversity Student Group: **Haley Outlaw**
  • Questions about Neurodiversity & Pedagogy: **Joshua Burk** (757)-221-3882
  • Refer students with personal concerns to the Counseling Center (757)-221-3620

**Parking Services**—parking decals: (757) 221-4764
  • **Bill Horacio III**, Director (757) 221-2434

**Payroll**: **Simone Vance**, Payroll Manager (757) 221-2844
Print Shop—send documents, banners, posters and more to be professionally printed on campus: (757) 221-3116 or printshop@wm.edu

Office of the Provost
- Michael R. Halleran, Provost
- Susan Grover, Vice Provost for Academic and Faculty Affairs (757) 221-3846
- Policies, handbooks, calendars, and much more: Provost’s resources for faculty and staff

Registrar’s Office (757) 221-2800
- Academic Scheduling office: Mike Turner or Laura Fosque (757) 221-2818
- Classroom Scheduling: Shannon Turnage (757) 221-2479
- Grade Changes: Sofia Hornung (757) 221-2822 or Kimberly Momballou (757) 221-2860

Reves Center for International Studies (757) 221-3590
- Study abroad, student exchange, foreign university/institution partnership: Sylvia Mitterndorfer, Director of Global Education (757) 221-3595
- Immigration issues, international student support, English Language Program for non-native English speakers: Steve Sechrist, Director of International Students, Scholars and Programs (757) 221-3437
- Overseas emergencies, international travel safety: Nick Vasquez, International Travel and Security Manager (757) 221-1146
- Publicize international teaching and research activities: Kate Hoving, Public Relations Manager (757) 221-3047
- Bringing a high-level international delegation to W&M or in need of funding for international travel/lectures/conferences: Judy Davis, Reves Administrative Manager (757) 221-3592
- Sending or receiving of funds outside the U.S.: Cindy Gass, Reves Finance Manager (757) 221-3593
- People’s Republic of China and/or funding for China-related events: Ying Liu, Assistant Director, William & Mary Confucius Institute

Service Requests
- Van Dobson, Associate Vice President (757) 221-2255
- Building Emergencies/Work Control (757) 221-2270
- Environmental Health and Safety (757) 221-2146
- Facilities Planning, Design, and Construction (757) 221-2245
- Fire Safety (757) 221-1745
- Service Request Form

Sexual Violence Reporting (Title IX): Kiersten Boyce (757) 221-3146
- 24 Hour Help Line: (757) 258-5051
Office of Sponsored Programs—for faculty and student funding opportunities
  • External funding, compliance, IP/Export Control, Contract questions: Jane Lopez
    (757) 221-3965

Student Affairs—oversees all student services Virginia Ambler, Vice President for Student
Affairs (757) 221-1236

Swem Library—set up a research resource session or a tour of special collections: swem@wm.edu (757) 221-4636

Travel Office—for questions about travel reimbursements and policies: Sharon Harrington
(757) 221-3445

Williamsburg Campus Child Care Center—located right behind the Admissions Office for
convenient access: Janet Yang, Director (757) 221-2136

Writing Resources Center—refer students for help with writing skills 757-221-3939