

**Academic Affairs – December 2017**

Name	E-mail	Phone	Title	Key Responsibilities
Allredge, Brian	<a href="mailto:brian.allredge@ucsf.edu">brian.allredge@ucsf.edu</a>	514-0421	Vice Provost	
Babcock, Phillip	<a href="mailto:Phillip.Babcock@ucsf.edu">Phillip.Babcock@ucsf.edu</a>	TBA	Academic Strategic Business Partner	Serves as the strategic business partner for academic personnel issues for the Schools of Dentistry, Nursing, and Pharmacy
Chen, Michelle	<a href="mailto:michelle.chen@ucsf.edu">michelle.chen@ucsf.edu</a>	502-0454	Academic Affairs Specialist	Office of Academic Affairs representative to Human Resources Service Center B Responsible for facilitating VPAA/Dean's Office level activities related to recruitment, advancements, leaves, and stewardship reviews
Dinh, Kattie	<a href="mailto:Kattie.dinh@ucsf.edu">Kattie.dinh@ucsf.edu</a>	502-0451	Academic Affairs Specialist	Office of Academic Affairs representative to Human Resources Service Center E Responsible for facilitating VPAA/Dean's Office level activities related to recruitment, advancements, leaves, and stewardship reviews
Draper, Abby	<a href="mailto:abigail.draper@ucsf.edu">abigail.draper@ucsf.edu</a>	514-0421	Executive Assistant	Provides administrative, scheduling and office management support to Vice Provost and Assistant Vice Provost
Grote, Claire	<a href="mailto:Claire.Grote@ucsf.edu">Claire.Grote@ucsf.edu</a>	502-3585	Academic Employee Relations Specialist	Administers faculty and research misconduct investigations Assists with APM 140 grievances
Hamilton, Ned	<a href="mailto:Ned.Hamilton@ucsf.edu">Ned.Hamilton@ucsf.edu</a>	476-2529	Academic IT Applications Coordinator	Leads the change management for the implementation of Academic-IT applications for campus departments and service centers. Plays a leadership role in the strategic planning of new IT initiatives.
Hardcastle, Wilson	<a href="mailto:wilson.hardcastle@ucsf.edu">wilson.hardcastle@ucsf.edu</a>	476-2016	Home Loan Program Manager; Academic Data Coordinator	Manager of the UC home loan programs (MOP/SHLP/FRAP) for the San Francisco campus Provides data and information relating to faculty personnel actions and demographics to internal and external agencies. Maintains and updates the Academic Affairs Web site.
Hom, Tiffany	<a href="mailto:Tiffany.Hom@ucsf.edu">Tiffany.Hom@ucsf.edu</a>	476-9433	Academic Recruitment Specialist	Serves as primary contact for all activities related to academic recruitment. Responsible for managing the recruitment process via the AP Recruit system and providing system training to faculty search committees and department staff.
Huynh, Nancy	<a href="mailto:Nancy.Huynh@ucsf.edu">Nancy.Huynh@ucsf.edu</a>	476-8125	Academic Recruitment Specialist	Serves as primary contact for all activities related to academic recruitment. Responsible for managing the recruitment process via the AP Recruit system and providing system training to faculty search committees and department staff.
Light, Emerald	<a href="mailto:emerald.light@ucsf.edu">emerald.light@ucsf.edu</a>	476-8123	Academic Affairs Manager	Director of the VPAA analytical and recruitment unit Responsible for development, revision, analysis and implementation of UCSF's academic personnel policies
Lynch Leathers, Cynthia	<a href="mailto:cynthia.leathers@ucsf.edu">cynthia.leathers@ucsf.edu</a>	476-2888	Assistant Vice Provost	
Merry, Irené	<a href="mailto:irene.merry@ucsf.edu">irene.merry@ucsf.edu</a>	502-0244	CCFL Program Coordinator	Coordinates CCFL Leadership Program Activities (e.g. Coro), Faculty Development Day, and CCFL Faculty Wellness Activities
Ong, Ronald	<a href="mailto:Ronald.Ong@ucsf.edu">Ronald.Ong@ucsf.edu</a>	476-3004	Academic Recruitment Specialist	Serves as primary contact for all activities related to academic recruitment. Responsible for managing the recruitment process via the AP Recruit system and providing system training to faculty search committees and department staff.
Passalacqua, Sean	<a href="mailto:sean.passalacqua@ucsf.edu">sean.passalacqua@ucsf.edu</a>	502-0508	Academic Affairs Specialist	Office of Academic Affairs representative to Human Resources Service Center C Responsible for facilitating VPAA/Dean's Office level activities related to recruitment, advancements, leaves, and stewardship reviews
Polce, Jennifer	<a href="mailto:jennifer.polce@ucsf.edu">jennifer.polce@ucsf.edu</a>	502-0445	Academic Recruitment Manager and Lead Specialist	Manager of the Academic Recruitment Team: Responsible for overseeing the entire academic recruitment process; serves as a subject matter expert and consultant on academic personnel policies and programs; manages special projects as assigned.
Rojas, Laurie	<a href="mailto:laurie.rojas@ucsf.edu">laurie.rojas@ucsf.edu</a>	502-0503	Academic Affairs Specialist	Office of Academic Affairs representative to Human Resources Service Center D Responsible for facilitating VPAA/Dean's Office level activities related to recruitment, advancements, leaves, and stewardship reviews
Stillwell, Sara	<a href="mailto:Sara.Stillwell@ucsf.edu">Sara.Stillwell@ucsf.edu</a>	476-2428	Academic Employee Relations Specialist	Administers faculty and research misconduct investigations Assists with APM 140 grievances
Willoughby, Tanisha	<a href="mailto:tanisha.willoughby@ucsf.edu">tanisha.willoughby@ucsf.edu</a>	476-4574	Academic Employee Relations Manager	Manager of Academic Labor Relations Team Administers faculty and research misconduct investigations Serves as APM 140 grievance liaison
Wong, Mary	<a href="mailto:mary.wong@ucsf.edu">mary.wong@ucsf.edu</a>	502-0506	Academic Affairs Specialist	Office of Academic Affairs representative to Human Resources Service Center A Responsible for facilitating VPAA/Dean's Office level activities related to recruitment, advancements, leaves, and stewardship reviews
TBA	TBA	TBA	3FI Coordinator	
TBD	TBA	TBA	Academic Employee Relations Analyst	Assists with faculty and research misconduct case administration Responsible for faculty and research misconduct case records and metrics