

Academic Affairs – February 2018

Name	E-mail	Phone	Title	Key Responsibilities
Allredge, Brian	brian.allredge@ucsf.edu	514-0421	Vice Provost	
Babcock, Phillip	Phillip.Babcock@ucsf.edu	476-2571	Academic Strategic Business Partner	Serves as the strategic business partner for academic personnel issues for the Schools of Dentistry, Nursing, and Pharmacy
Chen, Michelle	michelle.chen@ucsf.edu	502-0454	Academic Affairs Specialist	Responsible for facilitating VPAA/Dean's Office level activities related to recruitment, advancements, leaves, and stewardship reviews
Dinh, Kattie	Kattie.dinh@ucsf.edu	502-0451	Academic Affairs Specialist	Responsible for facilitating VPAA/Dean's Office level activities related to recruitment, advancements, leaves, and stewardship reviews
Draper, Abby	abigail.draper@ucsf.edu	514-0421	Executive Assistant	Provides administrative, scheduling and office management support to Vice Provost and Assistant Vice Provost
Grote, Claire	Claire.Grote@ucsf.edu	502-3585	Academic Employee Relations Specialist	Administers faculty and research misconduct investigations Assists with APM 140 grievances
Hamilton, Ned	Ned.Hamilton@ucsf.edu	476-2529	Academic IT Applications Coordinator	Leads the change management for the implementation of Academic-IT applications for campus departments and service centers, including Advance and AP Recruit. Plays a leadership role in the strategic planning of new IT initiatives such as UC-OATS.
Hardcastle, Wilson	wilson.hardcastle@ucsf.edu	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	Tiffany.Hom@ucsf.edu	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	Nancy.Huynh@ucsf.edu	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	emerald.light@ucsf.edu	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	cynthia.leathers@ucsf.edu	476-2888	Assistant Vice Provost	
Merry, Irené	irene.merry@ucsf.edu	502-0244	CCFL Program Coordinator	Coordinates CCFL Leadership Program Activities (e.g. Coro), Faculty Development Day, and CCFL Faculty Mentoring Program, and UCSF Faculty Exit Survey
Ong, Ronald	Ronald.Ong@ucsf.edu	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	sean.passalacqua@ucsf.edu	502-0508	Academic Affairs Specialist	Responsible for facilitating VPAA/Dean's Office level activities related to recruitment, advancements, leaves, and stewardship reviews
Patel, Vaishali	Vaishali.patel@ucsf.edu	502-4256	3FI Coordinator	Campus-level resource for implementing the recommendations of the Faculty Family Friendly Initiative (3FI) Report; oversees a coordinated effort for faculty to obtain expert and individualized support on family-friendly policies and benefits
Polce, Jennifer	jennifer.polce@ucsf.edu	502-0445	Academic Recruitment Manager and Lead Specialist	Manager of the Academic Recruitment Team: Oversees 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	laurie.rojas@ucsf.edu	502-0503	Academic Affairs Specialist	Responsible for facilitating VPAA/Dean's Office level activities related to recruitment, advancements, leaves, and stewardship reviews
Song, James	James.Song@ucsf.edu	476-1793	Academic Employee Relations Analyst	Assists with faculty and research misconduct case administration Responsible for faculty and research misconduct case records and metrics
Stillwell, Sara	Sara.Stillwell@ucsf.edu	476-2428	Academic Employee Relations Specialist	Administers faculty and research misconduct investigations Assists with APM 140 grievances
Weil, Kevin	kevin.weil@ucsf.edu	502-0439	VPAA Project Manager	Manages key campus strategic initiatives for faculty, including the 2017 Faculty Climate Survey Task Force and the Faculty Salary Equity Report Committee
Willoughby, Tanisha	tanisha.willoughby@ucsf.edu	476-4574	Academic Employee Relations Manager	Manager of Academic Labor Relations Team; Administers faculty and research misconduct investigations Serves as APM 140 grievance liaison; Other academic Labor Relations and investigation issues
Wong, Mary	mary.wong@ucsf.edu	502-0506	Academic Affairs Specialist	Responsible for facilitating VPAA/Dean's Office level activities related to recruitment, advancements, leaves, and stewardship reviews