

UCSF Academic Affairs – February 2019

Name	E-mail	Phone	Title	Key Responsibilities
Alldredge, Brian	brian.alldredge@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.
Chang, Edmund	edmund.chang@ucsf.edu	502-0503	Academic Affairs Specialist	Facilitates VPAA/Dean's Office level activities related to academic reviews (appointments/advancements), stewardship reviews, academic/special leaves of absence, and honorarium exceptions.
Chen, Michelle	michelle.chen@ucsf.edu	502-0454	Academic Affairs Specialist	Facilitates VPAA/Dean's Office level activities related to academic reviews (appointments/advancements), stewardship reviews, academic/special leaves of absence, and honorarium exceptions. Primary contact for BSE-related matters.
Dinh, Kattie	Kattie.dinh@ucsf.edu	502-0451	Academic Affairs Specialist	Facilitates VPAA/Dean's Office level activities related to academic reviews (appointments/advancements), stewardship reviews, academic/special leaves of absence, and honorarium exceptions. Primary contact for multi-location appointments.
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.
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 Affairs Specialist	Facilitates VPAA/Dean's Office level activities related to academic reviews (appointments/advancements), stewardship reviews, academic/special leaves of absence, and honorarium exceptions.
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.
Lee, Renee	Renee.Lee@ucsf.edu	476-2529	Academic Business Processes 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

UCSF Academic Affairs – February 2019

				new IT initiatives.
Lewis, Kim	Kimberlee.Lewis@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.
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, CCFL Faculty Wellness Activities, Faculty Climate 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 Manager	Manager of the Academic Affairs Specialist Team: Oversees VPAA/Dean's Office level activities related to academic reviews (appointments/advancements), stewardship reviews, academic/special leaves of absence, and honorarium exceptions.
Patel, Vaishali	vaishali.patel@ucsf.edu	502-4256	3FI Coordinator	Coordinates Faculty Family Friendly Initiative (3FI) committees and projects.
Polce, Jennifer	jennifer.polce@ucsf.edu	502-0445	Academic Recruitment Manager	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.
Stillwell, Sara	Sara.Stillwell@ucsf.edu	476-2428	Academic Employee Relations Specialist	Administers faculty and research misconduct investigations Assists with APM 140 grievances
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	Facilitates VPAA/Dean's Office level activities related to academic reviews (appointments/advancements), stewardship reviews, academic/special leaves of absence, and honorarium exceptions. Primary contact for moving exception requests.
TBD	TBD	TBD	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.

UCSF Academic Affairs – February 2019