

Your advisor and other faculty in the Department of Psychology want to ensure that you have the information and resources necessary to succeed in our department. When issues of concern or other problems surface, we encourage you to speak with your advisor, the Director of Graduate Studies, the Associate Chair, and/or the Chair to learn more about what resources are available and where you can find additional information and help. In addition, the tables below provide information about the relevant Department and University offices and other areas that may be a resource to you. **Please Note:** Primary resources for some particular issues of concern (e.g., Title IX/sexual misconduct concerns) are specified in the following tables.

### Department Leadership Contact Information:

Department Chair:	Ken Norman (609) 258-9694 <a href="mailto:knorman@princeton.edu">knorman@princeton.edu</a> PSH 117 or PNI 137
Associate Chair:	Tania Lombrozo (609) 258-1243 <a href="mailto:lombrozo@princeton.edu">lombrozo@princeton.edu</a> PSH 219
Director of Graduate Studies:	Casey Lew-Williams (609) 258-7171 <a href="mailto:caseylw@princeton.edu">caseylw@princeton.edu</a> PSH 216
Department Manager:	David Carter (609) 258-5667 <a href="mailto:wdcarter@princeton.edu">wdcarter@princeton.edu</a> PSH 128

### Department Administrative Contact Information:

<b>TBD</b> Web Communications Specialist	<b>Department Website Updates:</b> CV's, Publications, Directory, Research, News, Events, Graduate Program	This position is currently vacant. Please contact David Carter.
<b>Beth Porter</b> Office & Events Coordinator	<b>Department Events:</b> Colloquium Series, Langfeld proposals, Room scheduling (except Running Rooms)	(609) 258-1023 <a href="mailto:bethp@princeton.edu">bethp@princeton.edu</a> PSH 109
<b>Carol Agans</b> Business Manager	<b>Department Business Matters:</b> Concur reports, Financial inquiries and requests, Purchasing, Lab hiring	(609) 258-4462 <a href="mailto:agans@princeton.edu">agans@princeton.edu</a> PSH 126

<b>Carola Gerbrick</b> Faculty Assistant	<b>Faculty Support:</b> Cog/Soc seminar series, Coffee/Networking hour, Course work, Other faculty/grad student/lab support	(609) 258-4448 <a href="mailto:cahernan@princeton.edu">cahernan@princeton.edu</a> PSH 110
<b>David Carter</b> Department Manager	<b>Department Administrative Management:</b> Department procedures, guidelines, and policies, Administrative staff, General inquiries, Problem resolution	(609) 258-5667 <a href="mailto:wdcarter@princeton.edu">wdcarter@princeton.edu</a> PSH 128
<b>Gary Drozd</b> Building Manager	<b>Building and Facilities Management:</b> All building matters including problem reporting and requests	(609) 258-7476 <a href="mailto:psybuilding@princeton.edu">psybuilding@princeton.edu</a> or <a href="mailto:gdrozdz@princeton.edu">gdrozdz@princeton.edu</a> PSH 124
<b>RoseMarie Stevenson</b> Human Subjects Administrator	<b>Subject Pool Matters:</b> Course credit and paid experiment subject pools, Researcher and participant approval, Training, Problem resolution, Human subjects resources, IRB liaison, School liaison, Running Room scheduling	(609) 258-6267 <a href="mailto:rosemari@princeton.edu">rosemari@princeton.edu</a> PSH 106
<b>Jill Ray</b> Graduate Program Manager	<b>Graduate Student Program:</b> Course scheduling, AI assignments, Funding (stipend and tuition), Program requirements, Room scheduling (Graduate courses and course precepts/labs; except Running Rooms)	(609) 258-5289 <a href="mailto:psygrad@princeton.edu">psygrad@princeton.edu</a> or <a href="mailto:jray@princeton.edu">jray@princeton.edu</a> PSH 105
<b>Tina McCoy</b> Faculty Assistant	<b>Faculty Support:</b> Expense reports, Faculty/lab purchasing assistance, General finance inquiries, Faculty/Research staff mailboxes, Other faculty/grad student/lab support	(609) 258-4442 <a href="mailto:tmmccoy@princeton.edu">tmmccoy@princeton.edu</a> PSH 110
<b>Tingting Zhao</b> Grants Manager	<b>Psychology Grant Matters:</b> All pre- and post-award activities for Psychology grant submissions, Projections, Grant expenditure review and approval	(609) 258-9412 <a href="mailto:tingting.zhao@princeton.edu">tingting.zhao@princeton.edu</a> PSH 127
<b>Todd Antonakos</b> Loading Dock Attendant	<b>Loading Dock Matters:</b> Package and mail receipt and delivery, Building and room access (card and key), Capital equipment custodian	(609) 258-8821 [office] or (609) 613-0701 [mobile] <a href="mailto:psybuilding@princeton.edu">psybuilding@princeton.edu</a> or <a href="mailto:tga@princeton.edu">tga@princeton.edu</a> PNI C44
<b>Computing Support</b>	<b>All IT-related Matters</b>	<a href="mailto:psyhelp@princeton.edu">psyhelp@princeton.edu</a> PNI C31A

**Student/Postdoc Concerns:**

<b>Student/Postdoc Concern</b>	<b>Resources and Information</b>
Academic Progress/Course Concerns	<p><i>Casey Lew-Williams, Director of Graduate Studies</i></p> <p><i>Jill Ray, Graduate Program Manager</i></p> <p><i>Academic Affairs, Graduate School</i> (609) 258-3168</p>
Personal and Mental Health Concerns	<p><i>Student Life, Graduate School</i> (609) 258-9429</p> <p><a href="#"><u>Health and Wellness</u></a> - Graduate School</p> <p><a href="#"><u>Short-Term Contingency Loans</u></a> - Graduate School</p> <p><a href="#"><u>Counseling and Psychological Services</u></a> (609) 258-3285 (609) 258-3138 for emergencies</p> <p><a href="#"><u>Mind-Body Programs</u></a> - University Health Services</p> <p><a href="#"><u>Group Counseling &amp; Support</u></a>- University Health Services</p> <p><a href="#"><u>Exclusive Provider Network (EPN) for Mental/Behavioral Health</u></a> - University Health Services</p>
Non-Emergency Medical Issues	<p><a href="#"><u>University Health Services</u></a> (609) 258-3141</p>
Safety Concerns	<p><a href="#"><u>Public Safety</u></a> (609) 258-1000 (609) 258-3333 for emergencies 911 for emergencies</p>
Issues Concerning Bias or Discrimination	<p><i>Diversity and Inclusion, Graduate School</i> (609) 258-9637</p> <p><i>Director, Institutional Equity and Equal Employment Opportunity</i> Cheri Burgess 205 Nassau Hall (609) 258-8504</p> <p><a href="#"><u>Inclusive Princeton</u></a></p>

<p><a href="#">Title IX/Sexual Misconduct Concerns</a></p> <p><b>Anonymous Reporting:</b></p> <p><a href="#">EthicsPoint Hotline</a> (866) 478-9804 or <a href="http://oac.princeton.edu/compliance/hotline">oac.princeton.edu/compliance/hotline</a></p>	<p><b>Confidential Resources:</b></p> <p><a href="#">Sexual Harassment/Assault Advising, Resources &amp; Education (SHARE) Office</a> (609) 258-3310 <a href="mailto:share@princeton.edu">share@princeton.edu</a></p> <p><a href="#">University Health Services Counseling Center</a> (609) 258-3139</p> <p><a href="#">Ombuds Office</a> (609) 258-1775 <a href="mailto:ombuds@princeton.edu">ombuds@princeton.edu</a></p> <p><i>Office of Religious Life Chaplains</i> (609) 258-3047</p> <p><a href="#">Womanspace</a> (off-campus) (609) 394-9000</p> <p><b>NON-Confidential Resources:</b></p> <p><i>Faculty Advisor, Director of Graduate Studies, Associate Chair, Chair, Department Manager, or any other faculty or staff member.</i></p> <p><i>Title IX Coordinator</i> Michele Minter 205 Nassau Hall (609) 258-6110 <a href="mailto:mminter@princeton.edu">mminter@princeton.edu</a></p> <p><i>Deputy Dean of the Faculty</i> Toni Turano 7 Nassau Hall (609) 258-3024 <a href="mailto:tturano@princeton.edu">tturano@princeton.edu</a></p> <p><a href="#">Sex Discrimination and Sexual Misconduct Complaint Form</a></p> <p><a href="#">Department of Public Safety</a> (609) 258-3333</p> <p><i>Mercer County Sexual Assault Response Team (off-campus)</i> Contact Womanspace, Princeton Police Department, or the Department of Public Safety</p> <p><i>Princeton Police Department</i> (609) 921-2100</p>
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Conflict Resolution (faculty, postdoc, and peer conflicts)	<i>Faculty Advisor, Director of Graduate Studies, Associate Chair, or Chair.</i>  <a href="#">Ombuds Office</a> (609) 258-1775 <a href="mailto:ombuds@princeton.edu">ombuds@princeton.edu</a> or <a href="http://www.princeton.edu/ombuds/meet/contact/">www.princeton.edu/ombuds/meet/contact/</a>
Housing Policies	<a href="#">Student Life, Graduate School</a> (609) 258-9429
Housing Issues	<a href="#">Graduate Housing Office</a> (609) 258-3460
Student Stipend Issues	<a href="#">Finance &amp; Treasury, Payroll</a> (609) 258-3080 or (609) 258-3082
Childcare Funding	<i>Jeanette DeGuire, Graduate School</i> (609) 258-3449 <a href="mailto:jdeguire@princeton.edu">jdeguire@princeton.edu</a>
Student Health Plan Questions	<a href="#">University Health Services</a> (609) 258-3141
Childbirth/Adoption Accommodations	<i>Elaine Willey, Graduate School</i> (609) 258-3033
Visa Concerns	<a href="#">Davis International Center</a> (609) 258-5006
Disability-related Accommodations	<a href="#">Office of Disability Services</a> (609) 258-8840
Transportation/Parking Issues	<a href="#">Transportation &amp; Parking</a> (609) 258-3157
University “Links for Students”	<a href="http://www.princeton.edu/links/students">www.princeton.edu/links/students</a>
University “Links for Faculty & Staff” (including Postdocs)	<a href="http://www.princeton.edu/links/faculty-staff">www.princeton.edu/links/faculty-staff</a>

**If you believe this document is missing any critical or otherwise important information, or you’d like to provide feedback about this document, please contact Ken Norman at [knorman@princeton.edu](mailto:knorman@princeton.edu). Thank you.**