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  
knorman@princeton.edu  
PSH 117 or PNI 137

**Associate Chair:**
Adele Goldberg  
(609) 258-8772  
adele@princeton.edu  
PSH 227

**Director of Graduate Studies:**
Casey Lew-Williams  
(609) 258-7171  
caseylw@princeton.edu  
PSH 216

**Department Manager:**
David Carter-Lemos  
(609) 258-5667  
dcarterlemos@princeton.edu  
PSH 128

**Department Administrative Contact Information:**

<table>
<thead>
<tr>
<th>Beth Porter</th>
<th>Department Events:</th>
<th>(609) 258-1023</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Office &amp; Events Coordinator</td>
<td>Colloquium Series, Langfeld proposals, Room scheduling (except Running Rooms)</td>
<td><a href="mailto:bethp@princeton.edu">bethp@princeton.edu</a></td>
<td>PSH 109</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Carol Agans</th>
<th>Department Business Matters:</th>
<th>(609) 258-4462</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Manager</td>
<td>Concur reports, Financial inquiries and requests, Purchasing, Lab hiring</td>
<td><a href="mailto:agans@princeton.edu">agans@princeton.edu</a></td>
<td>PSH 126</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Jenn Lyons</th>
<th>Faculty Support:</th>
<th>(609) 258-4448</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Assistant</td>
<td>Cog/Soc seminar series, Coffee/Networking hour, Course work, Other faculty/grad student/lab support</td>
<td><a href="mailto:jil117@princeton.edu">jil117@princeton.edu</a></td>
<td>PSH 110</td>
</tr>
</tbody>
</table>

**Last Updated: June 2022**
<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Department Administrative Management:</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>David Carter-Lemos</td>
<td>Department Manager</td>
<td>Department procedures, guidelines, and policies, Administrative staff, General inquiries, Problem resolution</td>
<td>(609) 258-5667&lt;br&gt;<a href="mailto:dcarterlemos@princeton.edu">dcarterlemos@princeton.edu</a>&lt;br&gt;PSH 128</td>
</tr>
<tr>
<td>Gary Drozd</td>
<td>Building Manager</td>
<td>Building and Facilities Management: All building matters including problem reporting and requests</td>
<td>(609) 258-7476&lt;br&gt;<a href="mailto:psybuilding@princeton.edu">psybuilding@princeton.edu</a> or <a href="mailto:gdrozd@princeton.edu">gdrozd@princeton.edu</a>&lt;br&gt;PSH 124</td>
</tr>
<tr>
<td>RoseMarie Stevenson</td>
<td>Human Subjects Administrator</td>
<td>Subject Pool Matters: Course credit and paid experiment subject pools, Researcher and participant approval, Training, Problem resolution, Human subjects resources, IRB liaison, School liaison, Running Room scheduling</td>
<td>(609) 258-6267&lt;br&gt;<a href="mailto:rosemari@princeton.edu">rosemari@princeton.edu</a>&lt;br&gt;PSH 106</td>
</tr>
<tr>
<td>Jill Ray</td>
<td>Graduate Program Manager</td>
<td>Graduate Student Program: Course scheduling, AI assignments, Funding (stipend and tuition), Program requirements, Room scheduling (Graduate courses and course precepts/labs; except Running Rooms)</td>
<td>(609) 258-5289&lt;br&gt;<a href="mailto:psygrad@princeton.edu">psygrad@princeton.edu</a> or <a href="mailto:jfray@princeton.edu">jfray@princeton.edu</a>&lt;br&gt;PSH 105</td>
</tr>
<tr>
<td>Tina McCoy</td>
<td>Faculty Assistant</td>
<td>Faculty Support: Expense reports, Faculty/lab purchasing assistance, General finance inquiries, Faculty/Research staff mailboxes, Other faculty/grad student/lab support</td>
<td>(609) 258-4442&lt;br&gt;<a href="mailto:tmmccoy@princeton.edu">tmmccoy@princeton.edu</a>&lt;br&gt;PSH 110</td>
</tr>
<tr>
<td>Tingting Zhao</td>
<td>Grants Manager</td>
<td>Psychology Grant Matters: All pre- and post-award activities for Psychology grant submissions, Projections, Grant expenditure review and approval</td>
<td>(609) 258-9412&lt;br&gt;<a href="mailto:tingting.zhao@princeton.edu">tingting.zhao@princeton.edu</a>&lt;br&gt;PSH 127</td>
</tr>
<tr>
<td>Todd Antonakos</td>
<td>Loading Dock Attendant</td>
<td>Loading Dock Matters: Package and mail receipt and delivery, Building and room access (card and key), Capital equipment custodian</td>
<td>(609) 258-8821 [office] or (609) 613-0701 [mobile] &lt;br&gt;<a href="mailto:psybuilding@princeton.edu">psybuilding@princeton.edu</a> or <a href="mailto:tga@princeton.edu">tga@princeton.edu</a>&lt;br&gt;PNI C44</td>
</tr>
<tr>
<td>Computing Support</td>
<td></td>
<td>All IT-related Matters</td>
<td><a href="mailto:psyhelp@princeton.edu">psyhelp@princeton.edu</a>&lt;br&gt;PNI C31A</td>
</tr>
</tbody>
</table>
### Student/Postdoc Concerns:

<table>
<thead>
<tr>
<th>Student/Postdoc Concern</th>
<th>Resources and Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Academic Progress/Course Concerns</strong></td>
<td><em>Casey Lew-Williams, Director of Graduate Studies</em></td>
</tr>
<tr>
<td></td>
<td><em>Jill Ray, Graduate Program Manager</em></td>
</tr>
<tr>
<td></td>
<td><em>Academic Affairs, Graduate School</em></td>
</tr>
<tr>
<td></td>
<td>(609) 258-3168</td>
</tr>
<tr>
<td><strong>Personal and Mental Health Concerns</strong></td>
<td><em>Student Life, Graduate School</em></td>
</tr>
<tr>
<td></td>
<td>(609) 258-9429</td>
</tr>
<tr>
<td></td>
<td><em>Health and Wellness</em> - Graduate School*</td>
</tr>
<tr>
<td></td>
<td><em>Short-Term Contingency Loans</em> - Graduate School*</td>
</tr>
<tr>
<td></td>
<td><em>Counseling and Psychological Services</em></td>
</tr>
<tr>
<td></td>
<td>(609) 258-3285</td>
</tr>
<tr>
<td></td>
<td>(609) 258-3138 for emergencies</td>
</tr>
<tr>
<td></td>
<td><em>Mind-Body Programs</em> - University Health Services*</td>
</tr>
<tr>
<td></td>
<td><em>Group Counseling &amp; Support</em> - University Health Services*</td>
</tr>
<tr>
<td></td>
<td><em>Exclusive Provider Network (EPN) for Mental/Behavioral Health</em> - University Health Services*</td>
</tr>
<tr>
<td><strong>Non-Emergency Medical Issues</strong></td>
<td><em>University Health Services</em></td>
</tr>
<tr>
<td></td>
<td>(609) 258-3141</td>
</tr>
<tr>
<td><strong>Safety Concerns</strong></td>
<td><em>Public Safety</em></td>
</tr>
<tr>
<td></td>
<td>(609) 258-1000</td>
</tr>
<tr>
<td></td>
<td>(609) 258-3333 for emergencies</td>
</tr>
<tr>
<td></td>
<td>911 for emergencies</td>
</tr>
<tr>
<td><strong>Issues Concerning Bias or Discrimination</strong></td>
<td><em>Diversity and Inclusion, Graduate School</em></td>
</tr>
<tr>
<td></td>
<td>(609) 258-9637</td>
</tr>
<tr>
<td></td>
<td><em>Director, Institutional Equity and Equal Employment Opportunity</em></td>
</tr>
<tr>
<td></td>
<td>Cheri Burgess</td>
</tr>
<tr>
<td></td>
<td>205 Nassau Hall</td>
</tr>
<tr>
<td></td>
<td>(609) 258-8504</td>
</tr>
<tr>
<td></td>
<td><em>Inclusive Princeton</em></td>
</tr>
<tr>
<td>Anonymous Reporting:</td>
<td>Confidential Resources:</td>
</tr>
<tr>
<td>---------------------</td>
<td>-------------------------</td>
</tr>
</tbody>
</table>
| **EthicsPoint Hotline**  
(866) 478-9804 or  
oac.princeton.edu/compliance/hotline | **Sexual Harassment/Assault Advising, Resources & Education (SHARE) Office**  
(609) 258-3310  
share@princeton.edu |
|  | **University Health Services Counseling Center**  
(609) 258-3139 |
|  | **Ombuds Office**  
(609) 258-1775  
ombuds@princeton.edu |
|  | **Office of Religious Life Chaplains**  
(609) 258-3047 |
|  | **Womanspace (off-campus)**  
(609) 394-9000 |
|  | **NON-Confidential Resources:** |
|  | **Faculty Advisor, Director of Graduate Studies, Associate Chair, Chair, Department Manager, or any other faculty or staff member.** |
|  | **Title IX Coordinator**  
Michele Minter  
205 Nassau Hall  
(609) 258-6110  
mminter@princeton.edu |
|  | **Deputy Dean of the Faculty**  
Toni Turano  
7 Nassau Hall  
(609) 258-3024  
tturano@princeton.edu |
|  | **Sex Discrimination and Sexual Misconduct Complaint Form** |
|  | **Department of Public Safety**  
(609) 258-3333 |
|  | **Mercer County Sexual Assault Response Team (off-campus)**  
Contact Womanspace, Princeton Police Department, or the Department of Public Safety |
|  | **Princeton Police Department**  
(609) 921-2100 |
| Conflict Resolution (faculty, postdoc, and peer conflicts) | *Faculty Advisor, Director of Graduate Studies, Associate Chair, or Chair.*  
Ombuds Office  
(609) 258-1775  
ombuds@princeton.edu or www.princeton.edu/ombuds/meet/contact/ |
| --- | --- |
| Housing Policies | *Student Life, Graduate School*  
(609) 258-9429 |
| Housing Issues | *Graduate Housing Office*  
(609) 258-3460 |
| Student Stipend Issues | *Finance & Treasury, Payroll*  
(609) 258-3080 or (609) 258-3082 |
| Childcare Funding | *Jeanette DeGuire, Graduate School*  
(609) 258-3449  
jdeguire@princeton.edu |
| Student Health Plan Questions | *University Health Services*  
(609) 258-3141 |
| Childbirth/Adoption Accommodations | *Elaine Willey, Graduate School*  
(609) 258-3033 |
| Visa Concerns | *Davis International Center*  
(609) 258-5006 |
| Disability-related Accommodations | *Office of Disability Services*  
(609) 258-8840 |
| Transportation/Parking Issues | *Transportation & Parking*  
(609) 258-3157 |
| University “Links for Students” | [www.princeton.edu/links/students](http://www.princeton.edu/links/students) |
| University “Links for Faculty & Staff” (including Postdocs) | [www.princeton.edu/links/faculty-staff](http://www.princeton.edu/links/faculty-staff) |

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. Thank you.