

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:

Beth Porter Office & Events Coordinator	Department Events: Colloquium Series, Langfeld proposals, Room scheduling (except Running Rooms)	(609) 258-1023 bethp@princeton.edu PSH 109
Carol Agans Business Manager	Department Business Matters: Concur reports, Financial inquiries and requests, Purchasing, Lab hiring	(609) 258-4462 agans@princeton.edu PSH 126
Jenn Lyons Faculty Assistant	Faculty Support: Cog/Soc seminar series, Coffee/Networking hour, Course work, Other faculty/grad student/lab support	(609) 258-4448 jl117@princeton.edu PSH 110

David Carter-Lemos Department Manager	Department Administrative Management: Department procedures, guidelines, and policies, Administrative staff, General inquiries, Problem resolution	(609) 258-5667 dcarterlemos@princeton.edu PSH 128
Gary Drozd Building Manager	Building and Facilities Management: All building matters including problem reporting and requests	(609) 258-7476 psybuilding@princeton.edu or gdrozdz@princeton.edu PSH 124
RoseMarie Stevenson Human Subjects Administrator	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	(609) 258-6267 rosemari@princeton.edu PSH 106
Jill Ray Graduate Program Manager	Graduate Student Program: Course scheduling, AI assignments, Funding (stipend and tuition), Program requirements, Room scheduling (Graduate courses and course precepts/labs; except Running Rooms)	(609) 258-5289 psygrad@princeton.edu or jfray@princeton.edu PSH 105
Tina McCoy Faculty Assistant	Faculty Support: Expense reports, Faculty/lab purchasing assistance, General finance inquiries, Faculty/Research staff mailboxes, Other faculty/grad student/lab support	(609) 258-4442 tmmccoy@princeton.edu PSH 110
Tingting Zhao Grants Manager	Psychology Grant Matters: All pre- and post-award activities for Psychology grant submissions, Projections, Grant expenditure review and approval	(609) 258-9412 tingting.zhao@princeton.edu PSH 127
Todd Antonakos Loading Dock Attendant	Loading Dock Matters: 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] psybuilding@princeton.edu or tga@princeton.edu PNI C44
Computing Support	All IT-related Matters	psyhelp@princeton.edu PNI C31A

Student/Postdoc Concerns:

Student/Postdoc Concern	Resources and Information
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><u>Health and Wellness</u> - Graduate School</p> <p><u>Short-Term Contingency Loans</u> - Graduate School</p> <p><u>Counseling and Psychological Services</u> (609) 258-3285 (609) 258-3138 for emergencies</p> <p><u>Mind-Body Programs</u> - University Health Services</p> <p><u>Group Counseling & Support</u>- University Health Services</p> <p><u>Exclusive Provider Network (EPN) for Mental/Behavioral Health</u> - University Health Services</p>
Non-Emergency Medical Issues	<p><u>University Health Services</u> (609) 258-3141</p>
Safety Concerns	<p><u>Public Safety</u> (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><u>Inclusive Princeton</u></p>

<p>Title IX/Sexual Misconduct Concerns</p> <p>Anonymous Reporting:</p> <p>EthicsPoint Hotline (866) 478-9804 or oac.princeton.edu/compliance/hotline</p>	<p>Confidential Resources:</p> <p>Sexual Harassment/Assault Advising, Resources & Education (SHARE) Office (609) 258-3310 share@princeton.edu</p> <p>University Health Services Counseling Center (609) 258-3139</p> <p>Ombuds Office (609) 258-1775 ombuds@princeton.edu</p> <p><i>Office of Religious Life Chaplains</i> (609) 258-3047</p> <p>Womanspace (off-campus) (609) 394-9000</p> <p>NON-Confidential Resources:</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 mminter@princeton.edu</p> <p><i>Deputy Dean of the Faculty</i> Toni Turano 7 Nassau Hall (609) 258-3024 tturano@princeton.edu</p> <p>Sex Discrimination and Sexual Misconduct Complaint Form</p> <p>Department of Public Safety (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> 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	<i>Jeanette DeGuire, Graduate School</i> (609) 258-3449 jdeguire@princeton.edu
Student Health Plan Questions	University Health Services (609) 258-3141
Childbirth/Adoption Accommodations	<i>Elaine Willey, Graduate School</i> (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
University “Links for Faculty & Staff” (including Postdocs)	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.