

Information on offices, departments, and centers at Seattle University

The information provided here is intended to be your starting point in finding out about the many services and activities on campus. We have focused on those areas that you are most likely to encounter early in your career as a faculty member at Seattle University, though there is much more happening than we are able to encapsulate in this short document. All information was correct at the time of going to press (July 2011).

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Bellarmino Advising Center (Student Academic Services)

The Bellarmine Advising Center offers support to faculty in their role as academic advisors, as well as specialized advising services to students. The *Advising Matters* e-mail newsletter, advising information on our website, and workshops offered through the year are available to assist advisors as they work with students. In addition, we help faculty refer students to campus resources, including their advisors, through the Student Performance Referral service. Our services for students include academic advising for students who have not yet declared a major and mentoring for the Washington Achievers and the Fostering Scholars.

Bellarmino 111 | (206) 296-2260 | BellarminoAdvisingCenter@seattleu.edu | www.seattleu.edu/sas

Center for Excellence in Teaching and Learning (CETL)

CETL promotes the professional formation of all faculty on campus through a scholarly and interdisciplinary approach to teaching, learning, and career development. We aim to do this by providing forums for faculty to explore and reflect on their academic careers through voluntary and research-based activities. These include faculty workshops, individual consultations on teaching strategies and course design, faculty writing clubs, a peer consulting program to connect you with other faculty consultants, a community of practice for department and program chairs, formative classroom observations, facilitated discussions with program teams, and a Writing Retreat on the Scholarship of Teaching and Learning (SoTL).

Hunthausen 120 | (206) 296-2144 | cetl@seattleu.edu | www.seattleu.edu/cetl

Center for Service and Community Engagement (CSCE)

CSCE offers assistance to faculty who are interested in community-engaged pedagogy, scholarship, and service. CSCE assists in the development of service-learning courses in order to deepen student learning and address social and environmental issues. The Center offers a variety of support to faculty including individual consultations, workshops, a library, a faculty guide to academic service-learning, advice regarding liability and safety concerns, a web-based tracking system for placement-based service-learning courses and support in making connections with local organizations. The Center also offers consultations and resources to faculty interested in conducting community-based research projects in partnership with local organizations.

Pavilion 124 | (206) 296-2569 | csce@seattleu.edu | www.seattleu.edu/csce

Center for the Study of Justice in Society (CSJS)

The Center for the Study of Justice in Society was established by the Office of the Provost in 2001 to promote interdisciplinary faculty scholarship on topics of social, economic, and environmental justice and to support faculty who are leaders in identifying, exposing, and documenting critical issues of justice in our local and global communities. The goal of the CSJS is to mentor faculty in the creation of meaningful resolutions to those issues, including community-based research and faculty partnerships with external change-makers in government, business, and civil society. The CSJS supports these faculty efforts through a variety of initiatives, including the Justice Faculty Fellows seminar program, the Justice Scholarship Series workshops, conferences, reading groups, and other faculty events.

(206) 296-2599 | csjs@seattleu.edu | www.seattleu.edu/csjs

The Commons

The Commons is the online news site for and about Seattle University's faculty and staff. *The Commons* strives to provide the latest university news while fostering campus conversation and enhancing a sense of community among faculty and staff. *The Commons* is updated daily. Announcements are sent every other week in the fall, winter, and spring quarters, and every month in the summer quarter to remind faculty and staff to visit the site. Faculty members are encouraged to submit accomplishments, story ideas, and feedback either through the site itself or by e-mailing the editor, Mike Thee. *The Commons* is part of Marketing Communications.

715 Cherry | (206) 296-6135 | them@seattleu.edu | www.seattleu.edu/commons

Controller's Office

The Controller's Office supports faculty in administering payment of financial obligations and depositing funds received while facilitating the proper recording and reporting of the University's financial activity. The Controller's Office also reimburses faculty for business expenses, monitoring check requests for adherence to University policy and IRS Regulations. Each faculty member is assigned to a cost center manager responsible for approving all charges made against the department budget, expending funds within budget limits, and reviewing cost center reports to see that all activity has been recorded accurately. Your cost center manager is the recommended first point of contact for financial matters.

1218 Cherry | (206) 296-5880 | controllers-staff@seattleu.edu | <https://insite.seattleu.edu/controller/home>

Copyright Compliance Office

The Office of Copyright Compliance assists faculty in securing permission from the owners of copyrighted material to include the materials in their student course packs, class handouts, or other distributed materials. It also helps faculty, staff, and students comply with Seattle University Copyright Policy and assists faculty, staff, and students in finding the answers to the following questions: 1) Is the book, magazine, newspaper article, photograph, video, or sound recording I want to reproduce copyright protected? 2) Do I have to secure permission from rights holder to make copies? 3) How much are permission fees?

Pavilion 020 | (206) 296-2308 | warel@seattleu.edu | www.seattleu.edu/repro

Counseling and Psychological Services (CAPS)

CAPS offers a range of confidential therapeutic, educational, and consultation services to enhance the psychological functioning of students so they may engage fully in academic and campus life. While therapy services are limited to students, faculty may call to consult regarding student behavioral or mental health concerns, discuss how to respond to troubled students, or refer students to our services (including individual and group counseling, crisis management, psychiatry referrals, etc.) Our licensed psychologists and clinical social workers also offer programs and workshops and are available to visit classes or provide guest lectures on a variety of topics.

Pavilion 120 | (206) 296-6090 | CAPS@seattleu.edu | www.seattleu.edu/CAPS

Culture and Language Bridge Program (CLB)

The primary goal of the Culture and Language Bridge program is to provide admitted Seattle University students with a background in American academic culture and the language skills essential for success in their studies. CLB is not a general program for students with language-learning interests or language issues (which may or may not be the cause of academic issues). Admitted university students with TOEFL scores in the following ranges are required to take CLB as a requirement of their admission to the university: TOEFL iBT: 68–90; Paper TOEFL: 520–577. CLB also provides tutoring for students in the program. This service is open to all non-native speaker students on campus.

Lynn 101 | (206) 296-6064 | pricef@seattleu.edu | www.seattleu.edu/bridge

Disabilities Services (Student Academic Services)

Disabilities Services works in partnership with faculty providing accommodations to students with disabilities. Our role is to identify students with disabilities and to inform faculty about the specific accommodations that they have a responsibility to provide. A second role is to consult with faculty in terms of classroom and curricular adjustments that may assist these students, such as in the area of making multimedia used in a classroom accessible. Some common accommodations are extra time on exams and the provision of books in alternative format.

Loyola 100 | (206) 296-5740 | okamotr@seattleu.edu | www.seattleu.edu/sas/disabilitiesservices

Education Abroad

Complementary to the campus curriculum, international academic programs challenge students to test theories and analytical approaches to understanding humanity in a dynamic intercultural setting. Therefore, Education Abroad works with faculty in two main capacities. 1) Advising: Through the Education Abroad Course Approval process, we collaborate with faculty to ensure that advisees pursue study abroad courses that contribute to progress toward the degree (college requirements, major, minor, and core—see website. 2) Course/Program Development or Affiliation: Faculty who wish either to develop and lead a course overseas or to identify pre-existing partnerships for direct student enrollment may seek consultation with Education Abroad staff.

Xavier 181 | (206) 296-2226 | SUabroad-info@seattleu.edu | www.seattleu.edu/abroad

Faculty Services Office (FSO)

The Faculty Services Office is the first point of contact for faculty personnel issues. Under the leadership of the Provost, the FSO provides a wide range of services for the faculty community, including appointments and reappointments, Letters of Appointment, rank and tenure processes, recruitments, policy interpretation and procedure compliance, sabbatical eligibility tracking, payroll, and employment file maintenance. The FSO is also a liaison for faculty between schools/colleges and the Provost.

Rianna 220 | (206) 296-6142 | bixlers@seattleu.edu | <https://insite.seattleu.edu/provost/fs/>

Faculty Technology Support Center (FTS)

The Faculty Technology Support Center provides assistance working with faculty regarding pedagogy best practices and technology integration into curriculum. FTS offers instructional design consultation and training for a variety of technologies, including multimedia production, presentation, and the ANGEL Learning Management System. FTS staff collaborates with faculty to redesign course content for online and hybrid learning. Faculty can contact FTS for technical support with ANGEL courses, discussion boards, and quizzes, along with individual or group training needs. Multimedia production and video editing stations are available in the FTS faculty media lab.

Engineering 313 | (206) 296-5567 | fts@seattleu.edu | www.seattleu.edu/oit/ServicesDetail.aspx?id=52895

Fellowships, Office of

The Office of Fellowships supports SU students and alumni applying for nationally and internationally competitive scholarships and fellowships (e.g., Fulbright, Truman, Marshall). We offer information on grants, deadlines, and program requirements; one-on-one guidance through the application process; faculty mentoring on essays and project proposals; practice interviews; writing workshops; and academic planning services. Scholarship advising services are available to ALL students, and we strongly encourage you to refer your high-achieving students to us for an appointment. If you would like to be involved in the rewarding process of scholarship advising as a faculty mentor or review committee member, contact us today!

Loyola 100 | (206) 296-2517 | greenl@seattleu.edu | www.seattleu.edu/fellowships

Human Resources

The Office of Human Resources administers benefits for faculty and provides compensation, employee relations, and recruitment support for faculty who supervise staff employees. Our benefits staff guide new and returning faculty through the benefits enrollment process. HR is the first point of contact for faculty wishing to change their benefits, including health and welfare benefits and retirement accounts. Human Resources also administers leaves of absence. HR is responsible for compliance with applicable employment laws and university policies including nondiscrimination, sexual harassment, disability, substance abuse, professional conduct, and use of university equipment.

Rianna 200 | (206) 296-5870 | hr@seattleu.edu | www.seattleu.edu/hr

Information Technology Classroom Support (ITCS)

Classroom Support provides the technology, training, and support for all classroom technologies on campus. Offering over 100 technology-enhanced classrooms, video conferencing, and equipment checkout (such as portable multimedia carts, TV/VCR units, and document cameras), Classroom Support is available to help you with instructional technology needs in the classroom. In addition, Classroom Support provides technology support as needed for academic conferences and events on campus.

(206) 296-5571 | itcs@seattleu.edu | www.seattleu.edu/oit/page.aspx?id=46

Information Technology: Help Desk

The Office of Information Technology (OIT) Help Desk is here to assist faculty with all their academic computing needs. We are the primary contact point between OIT and the SU community. Our work is not just troubleshooting; we can assist with software training and offer ideas on how faculty can best use technology to meet their academic needs. We are here to help with all network account issues such as password resets and e-mail usage. Additionally, we provide referrals for assistance with more advanced academic computing projects such as multimedia presentations or Microsoft Office applications. Help Desk services are available 24 hours a day, 7 days a week, and 365 days a year.

(206) 296-5571 or toll free at 855-501-0858 | helpdesk@seattleu.edu | www.seattleu.edu/oit

Institutional Research (IR)

Institutional Research collects and analyzes data about the university, helps make that information readily available, and consults on how to relate data to planning, assessment, and to telling the Seattle University story. Faculty are most likely to turn to IR for information about student populations, when working on department or program assessment, or for assistance when doing their own research about some aspect of Seattle University.

Administration 125 | (206) 296-6144 | ir@seattleu.edu | www.seattleu.edu/ir

Institutional Review Board (IRB)

The Institutional Review Board (IRB) insures that the university complies with federal requirements for research involving human subjects. All human research must be approved by the IRB prior to beginning the project. The IRB committee reviews research studies year-round for faculty, staff, and students working with human subjects and who plan to publish or present their data or findings outside the university. The IRB provides assistance to researchers during the review process and after IRB approval has been granted with study modifications, extensions, and other consultations about their approved studies.

(206) 296-2597 | irb@seattleu.edu | www.seattleu.edu/irb

International Development Internship Program (IDIP)

The International Development Internship Program (IDIP) is a 20-credit three-phase academic program for undergraduate students from any discipline. IDIP consists of two seminar courses and an internship in a developing country with a non-government organization (NGO). Students must have a GPA of 3.4 to apply and submit a letter of intent in addition to three letters of reference. IDIP challenges students to go beyond a fragmented view of life and to explore the root causes and consequences that undermine the well-being of people who live in the regions of Africa, Asia, and Latin America.

Hunthausen 125 | (206) 296-2683 | jquill@seattleu.edu | www.seattleu.edu/idip

International Student Center (ISC)

The International Student Center (ISC) assists 560 international students from 63 different countries in achieving success at Seattle University and serves to broaden the University community's cultural and global awareness and assist in "empowering leaders for a just and humane world." The ISC collaborates with faculty in organizing campus programs on global issues, coordinates International Student Orientation each quarter, supports students dealing with culture shock, and plans events like International Education Week (the last week of January) and the International Dinner Series. The ISC provides students with assistance in all matters pertaining to immigration & visa status.

Pavilion 106 | (206) 296-6260 | isc@seattleu.edu | www.seattleu.edu/isc

Jesuit Mission and Identity, Office of

The Office of Jesuit Mission and Identity serves as a resource to Seattle University faculty seeking to foster greater understanding of the Jesuit Catholic mission of the university. We offer educational, spiritual, and social justice-oriented programs designed to provide opportunities to learn more about the core aspects of the Jesuit educational mission. We also welcome the chance to collaborate on mission-related projects with colleagues in any part of the university and are always available for consultation to customize presentations or programs.

Loyola 209 | (206) 296-6133 | salazare@seattleu.edu | www.seattleu.edu/missionministry/jesuitmission

Learning Assistance Programs (Student Academic Services)

Learning Assistance Programs provide tutoring in selected courses in math, business, science, nursing, and languages; facilitated study groups; and a series of learning strategy workshops quarterly. In addition, learning specialists meet with students for individual study strategy consultations to help identify specific ways they can improve time management, reading, review, test taking, and other study skills.

Faculty can encourage students to use our services or consult with us about particular student needs. At faculty request, we provide classroom presentations on our services and on study approaches tailored to specific courses.

McGoldrick Learning Commons – 2nd floor | (206) 398-4440 | ajenkins@seattleu.edu | www.seattleu.edu/sas/learningassistance

Lemieux Library and McGoldrick Learning Commons

A new state of the art Library and Learning Commons offers services, technology, and spaces that support research, teaching, and learning activities. Librarians offer research consultations, course-integrated library instruction, course reserves, and more. Liaison librarians collaborate with faculty to develop collections. Digital and print collections are supplemented by Summit (a 36-library consortium) and interlibrary loan. The Learning Commons brings together the Writing Center, the Learning Assistance Programs, the Math Lab, and Library Research Services to support teaching and learning. A faculty lounge on the sixth floor provides space for reading, conversation, and collaboration.

Lemieux Library and McGoldrick Learning Commons | (206) 296-6210 | libref@seattleu.edu | www.seattleu.edu/library

Mailing Services

Mailing Services processes all of the University's incoming and outgoing departmental mail. Incoming US mail is picked up daily; UPS, Federal Express, DHL, and other couriers deliver mid- to late morning. Incoming departmental mail delivery and outgoing mail pick-up is completed by noon with an afternoon package delivery for late arriving items. In addition to USPS services for outgoing mail, Mailing Services offers UPS, Federal Express, and DHL services. Pick-up times for outgoing mail: USPS – 2:30 p.m.; UPS, Federal Express, and DHL – 3:00 p.m. To assure processing in time for pick-up, outgoing mail and packages need to be in Mailing Services 30 minutes prior to cut-off.

Pavilion 040 | (206) 296-6199 | orlowp@seattleu.edu | www.seattleu.edu/repro

Marketing Communications

The Marketing Communications team serves as the steward of the university's voice, image, and reputation. The team is committed to proactively profiling and advocating the university's success (academic, athletics, and community) to its internal and external audiences with the objective of advancing the vision, mission, values, and long-term strategic goals of the university. Key strategic functions include executive counsel, media relations, internal communications, advertising, print publications, marketing collateral production, and web services.

715 Cherry | (206) 296-2104 | corrc@seattleu.edu | www.seattleu.edu/marcom

Mission and Ministry – Office of the Vice President

The Office of the Vice President for Mission and Ministry assists faculty in understanding the Jesuit/Catholic identity and values of Seattle University and, where appropriate, suggests ways to incorporate these values into your teaching and research. Programs include spiritual retreats, Jesuit education seminars, immersion programs in Nicaragua, research exchanges with the Jesuit universities in Colombia, faculty conversations with the other five Jesuit universities on the West Coast, and access to Endowed Mission Funds for your research projects that seek to advance the Jesuit/Catholic identity of your teaching, research, or department.

Administration 114 | (206) 296-2176 | heinemkr@seattleu.edu | www.seattleu.edu/missionministry/vicepresident

Multicultural Affairs, Office of (OMA)

The Office of Multicultural Affairs values collaborating with faculty to advocate for and support the development, persistence, and achievement of students of color, queer students, and trans students. Our relationships with faculty develop in a variety of ways, including mutual referrals for assistance for individual students, consultations about classroom dynamics, guest lectures about issues of multiculturalism and social justice, and workshops for students and/or faculty colleagues. Faculty may hear from students about concerns related to, for example, finances, living situation, isolation, or family; OMA staff can help facilitate resolution of these concerns or direct students or faculty to other resources on campus.

Student Center 320 | (206) 296-6070 | oma@seattleu.edu | www.seattleu.edu/oma

President, Office of the - Fr Stephen V. Sundborg, S.J.

The President welcomes new faculty and discusses Jesuit education as well as the Seattle University mission with them. He joins with other Jesuits in welcoming the new faculty on behalf of the Jesuit community and engages with individual faculty on special projects, courses, and committees. The President sponsors Mission Day for the development of faculty and staff in the SU mission. Faculty are invited to various events and meetings sponsored by the President—faculty breakfasts, noon forums, appreciation events, lectures, etc. The President collaborates with the Executive Team, Board of Trustees, and external constituencies in support of the university's mission.

Administration 109 | (206) 296-1891 | sundborg@seattleu.edu | www.seattleu.edu/president

Recreational Sports (Connolly Center)

Recreational Sports offers faculty members, their partners, and their dependents free memberships to the Connolly Center and the Eisiminger Fitness Center. These facilities feature over 8,000 square feet of cardio and fitness space, gymnasiums, racquetball courts, squash courts, pools, group exercise space, and much more. Faculty and their eligible family members may also register for group exercise and instructional classes for a nominal fee, or faculty can take advantage of our many other services and programs, including intramural sports, discounted climbing gym memberships, outdoor gear rentals, outdoor trips, fitness assessments, personal training, and so much more.

1218 Cherry | Telephone (206) 296-6441 | hottelld@seattleu.edu | www.seattleu.edu/RecSports

Registrar, Office of the

The Office of the Registrar interprets and implements academic policies and procedures and is responsible for academic records protection and maintenance. Key services include: academic classroom scheduling, grade posting, degree posting, petition processing, withdrawal processing, transfer credit evaluation and advising, degree audit management, academic policy and form hosting, SU Online, Schedule Planner and Advisor Planner tool user education and support, academic administration procedure and deadline communications, academic catalog preparation and hosting, and Family Educational Rights and Privacy Act (FERPA) training and interpretation.

University Services 103 | (206) 220-8030 | registrar@seattleu.edu | www.seattleu.edu/registrar

Reprographic Services

Located in the James C. Pigott Pavilion lower level, Reprographic is a one-stop shop for all your inter-departmental digital printing and copying needs. Reprographic has two high-speed black-and-white network printers/copiers, which offer a variety of in-line finishing options, and a high-speed color printer/copier. We also have a 24-inch large-format poster printer. Reprographic offers a variety of bindery services, including mail merge and printing addresses directly onto mailing pieces. You can drop off a job in person, send it through campus mail, or e-mail it as an attachment to the address below.

Pavilion 020 | (206) 296-6180 | reprographic@seattleu.edu | www.seattleu.edu/repro

Research Services and Sponsored Projects, Office of (ORSSP)

Located in the University Services Building, the ORSSP welcomes all inquiries from faculty and staff about external funding. The ORSSP's primary mission is to assist with development of grant proposals, their submission, and post-award administration. The ORSSP oversees other programs that are related to scholarly and creative endeavors, including the Summer Faculty Fellowships and the Seattle University Undergraduate Research Association. In addition, ORSSP serves as the university clearinghouse for recognizing and promoting the successes of Seattle University's faculty as teachers, scholars, researchers, and artists to both internal and external audiences.

University Services 203 | (206) 296-2597 | orssp@seattleu.edu | www.seattleu.edu/grants

Student Development, Division of

The Division of Student Development comprises 15 departments committed to creating an engaged student experience that challenges and supports undergraduate and graduate students. We seek to promote and enrich students' education through teaching, mentoring, advising, coaching, and counseling by way of ongoing direct contact with students in their daily lives. Please contact us with any questions or concerns if we can be of assistance in supporting students you may work with who are struggling with issues related to transition, adversity, health, wellness, or other life concerns.

Student Center 140 | (206) 296-6066 | catronc@seattleu.edu | www.seattleu.edu/studentdevelopment

SU Bookstore

The SU Bookstore is a student-centered academic resource owned and operated by Seattle University and located in the University Services Building. Faculty discounts of up to 20% apply to most items with your faculty ID. Please contact Melody Kadlub-Barr for a textbook order form; textbook status can be checked on our website. When buying and selling used textbooks, students can save up to 62%. On-time submission of textbook orders ensures the lowest possible prices for students. **Order deadlines:** Summer Quarter/Fall Quarter/Fall Semester: April 29, 2011; Winter Quarter/Spring Semester: October 23, 2011; Spring Quarter: January 28, 2012.

University Services | (206) 296-5823 | kadlubm@seattleu.edu | www.SeattleUbookstore.com

SuperCopy

SuperCopy is the retail arm of the Reprographic and Mailing Services departments, providing the same excellent services to meet the personal needs of the university community. More than just copying and printing, we give the professional touch to reports and presentations with our binding, laminating, scanning, and other reprographic services. We also sell a variety of stamps and postage so that your letters and packages are sent out safely and on time. Mailing options include US Postal Service delivery (First-class, Priority, and Express Mail; International Airmail up to one pound) and UPS delivery. Hours, payment, and a complete listing of products and services are available online.

Pavilion 010 | (206) 296-6117 | supercopy@seattleu.edu | www.seattleu.edu/repro

Sustainability, Office for

The Office for Sustainability coordinates and advocates campus sustainability programs in collaboration with administrators, faculty, staff, and students. The Office assists faculty with connecting the campus sustainability programs to the curriculum through campus tours, class presentations, service learning, and class projects. Programs include: no bottled water sold on campus, water fountains with filters and bottle fillers; pesticide-free, organic landscape; P-patch, Ethnobotanical garden, LEED Gold buildings, compost facility, compostable to-go ware from campus eateries, recycling, rain gardens, 21 electric vehicles, green roofs, solar panels, purchased wind energy, Climate Action Plan, energy and water conservation, green cleaning, and commute trip reduction.

1313 E. Columbia | (206) 296-6997 | kprice@seattleu.edu | www.seattleu.edu/sustainability

Writing Center

Staffed by carefully selected and trained undergraduate writing consultants, the Seattle University Writing Center assists students at any stage of the writing process. During hour-long sessions, Writing Center consultants help students effectively engage assignments, develop thesis statements, organize and develop first drafts, and revise and edit later drafts.

Available free of charge to the campus community, writing consultants work diligently to help students realize their writing potential. By making good use of the Writing Center, students who struggle with writing can learn to write more easily and effectively, while students who already write well can learn to make their work more vital and graceful. Encourage your students to use us as first readers.

Larry Nichols, Writing Center Director, welcomes talking with faculty about how the Writing Center can best serve them and their students.

McGoldrick Learning Commons – 2nd floor | (206) 296-6239 | lnichols@seattleu.edu | www.seattleu.edu/writingcenter