

## Seattle University Campus Resources

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. Offices are listed in alphabetical order. The index below organizes them by category to help you find the right information. All phone numbers have the prefix (206) unless otherwise specified. You can hold Ctrl and click the titles in this Table of Contents to jump to that entry in the document.

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## **Informal and formal email listservs to support colleagues at SeattleU**

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### **Non-tenure-track faculty ▲**

The non-tenure-track (NTT) faculty listserv is a means of keeping in touch with NTT colleagues all across campus, as well as a primary form of communication to and from the Non-Tenure-Track Faculty Subcommittee of the Academic Assembly (the university's equivalent of a Faculty Senate). As soon as your email account is set up as a non-tenure-track (NTT) faculty member, you will automatically join the NTT faculty listserv, so you don't need to contact anyone to sign up.

[NTT-Faculty@seattleu.edu](mailto:NTT-Faculty@seattleu.edu)

### **Queer-Net ▲**

Queer-Net is a long-standing listserv for all LGBTQ faculty and staff, and also for their Allies on campus. It provides a forum for sharing news, events, and ideas relating to the LGBTQ community in general, and to issues facing LGBTQ colleagues at Seattle University. Your Queer-Net peers can offer support, advice, institutional background, new perspectives, and a new network of colleagues. Some new members like to post introductions so that their presence is known – feel free to do whatever is right for you.

To join Queer-Net, email or call Dr. Kevin Krycka: [krycka@seattleu.edu](mailto:krycka@seattleu.edu) | 296-5398

### **Seattle University People of Color (SUPOC) ▲**

The SUPOC listserv provides faculty and staff of color with an online space for sharing information about news, events, and ideas relating to people of color communities and issues. Your SUPOC peers can offer welcome, advice, context, and a supportive network of colleagues. All members of the listserv can email directly to the group by emailing [supoc@seattleu.edu](mailto:supoc@seattleu.edu).

To join SUPOC, email Dale Watanabe: [watanad@seattleu.edu](mailto:watanad@seattleu.edu)

### **World-Net ▲**

World-Net is a listserv for all non-US faculty and staff who are going through the immigration and visa process to be able to continue their work at SU. Some new members like to post introductions so that their presence is known – feel free to do whatever is right for you.

To join World-Net, email or call Andrew Asplund: [asplunda@seattleu.edu](mailto:asplunda@seattleu.edu) | 220-8523

## **Information on offices, departments, and centers at Seattle University**

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### **Academic Service-Learning Faculty Fellows Program (ASLFFP) ▲**

The Academic Service-Learning Faculty Fellowship (ASLFF) explores the theory and practice of academic service-learning and how to integrate this methodology into courses. Directed by Kristi Lee, associate professor in the College of Education, Fellows participate in a three-day institute in early September and meet quarterly throughout the year. Fellows commit to revising or planning a new course that incorporates service-learning. In addition, Fellows conduct a research project in which they collect data to answer a research question related to the student learning or the community impacts of their new service-learning course. Fellows receive a stipend of \$1,250 and all needed materials. The program is open to all faculty regardless of rank or previous service-learning experience. Applications are usually due mid-April. The Fellowship is sponsored by the Center for Community Engagement. For more information, contact Kristi Lee at [leekrist@seattlu.edu](mailto:leekrist@seattlu.edu).

Loyola 206 | 296-5751 | [leekrist@seattleu.edu](mailto:leekrist@seattleu.edu)

### **Bellarmino Advising Center (Student Academic Services) ▲**

The Bellarmino Advising Center houses Student Academic Services, Advising Coordination Services, Premajor Studies, Student Academic Persistence, the Fostering Scholars Program, and Alfie Scholars Program. Student Academic Services and Advising Coordination Services facilitate faculty referrals of students to campus resources through the online outreach and referral system, offer support and resources to professional and faculty advisors, and specialized advising services to students. Student Academic Persistence conducts direct outreach to students, and supports students over hurdles that may impact their academic success. Premajor Studies provides comprehensive advising and support services for students who are exploring major options, including for students who are considering changing their major, or for students who need to meet pre-requisites to declare their chosen major. Fostering Scholars supports current and former foster youth attending SU. Alfie Scholars supports scholarship recipients transferring from community college.

Bellarmino 111 | 296-2260 | [www.seattleu.edu/sas/programs/](http://www.seattleu.edu/sas/programs/)

### **Campus Announcements and Official Communications (part of MarCom) ▲**

Campus Announcements for faculty and staff are sent via email Tuesdays and Thursdays during fall, winter, and spring quarters and Wednesdays during summer quarter. Faculty and staff may submit announcements for university-sponsored events, initiatives, and news at [www.seattleu.edu/marcom/internal/request-a-campus-announcement](http://www.seattleu.edu/marcom/internal/request-a-campus-announcement). Announcements to students are handled separately through the Redhawk Resource Hub Desk.

Official Communications are periodically sent via email to provide updates on issues, initiatives, and developments of importance to the campus community. While Campus Announcements (described above) are the preferred vehicle for disseminating most faculty and staff information, an occasional stand-alone message via Official Communications may be necessary. Questions about Official Communications can be addressed to Mike Thee at [theem@seattleu.edu](mailto:theem@seattleu.edu).

O'Brien Center (715 13th Ave) | 296-6135 | [theem@seattleu.edu](mailto:theem@seattleu.edu) | [www.seattleu.edu/commons](http://www.seattleu.edu/commons)

## **Campus Ministry ▲**

Rooted in the Jesuit, Catholic tradition, Campus Ministry serves a vibrantly diverse, yet inclusive community of people committed to exploring, understanding, and deepening a faith that does justice in their lives. Campus Ministry supports the religious and spiritual lives of students through daily and Sunday Mass, regular ecumenical Christian worship services, opportunities for interfaith dialogue and prayer, retreats, faith formation, as well as through a variety of service and social justice focused opportunities. Each Campus Minister is also committed to providing an additional layer of support for our students through connection, conversation and pastoral care.

Student Center 120 | 296-6075 | [campusministry@seattleu.edu](mailto:campusministry@seattleu.edu) | [www.seattleu.edu/campus-ministry](http://www.seattleu.edu/campus-ministry)

## **Canvas Help Center ▲**

Seattle University's Learning Management System (LMS), Canvas, is a web-based application designed to distribute course content, track and assess student work, communicate with students, and facilitate online collaborations. Canvas is built with student-centered learning and accessibility in mind; students find the Canvas user experience intuitive and comparable with web applications they already use. Faculty support for Canvas is provided through an online quick start tutorial and help guides, a 24/7 help desk, and workshops and individual consultations in the Center for Digital Learning and Innovation.

833-250-2081 | [support@instructure.com](mailto:support@instructure.com) | [www.seattleu.edu/cdlihelp](http://www.seattleu.edu/cdlihelp)

## **CARE Team: Coordinated Assistance and Resource Education Team, and the Office of the Dean of Students ▲**

*\*Note: This committee was formerly referred to as the "Students of Concern Committee," or "SOCC."*

In support of Seattle University's mission, the Office of the Dean of Students is committed to helping all students at Seattle University be fully engaged and successful in their educational experiences inside and out of the classroom. Through the Office of the Dean of Students, the CARE Team assesses referrals from the campus community, facilitates communication, and initiates appropriate responses to specific behavioral concerns or short-term circumstances that may involve threats to the safety and security of the University community. Anyone can refer a student to the CARE Team, including faculty, staff, students, parents/families, and others who observe concerns or think that a student might benefit from additional resources and support. Information submitted to the CARE Team will be treated confidentially. The Dean of Students chairs the CARE Team. To submit a report, fill out the [CARE Team online referral form](#).

Student Center 140 | 296-6060 | [willetj@seattleu.edu](mailto:willetj@seattleu.edu) and [care@seattleu.edu](mailto:care@seattleu.edu) | [www.seattleu.edu/deanofstudents](http://www.seattleu.edu/deanofstudents)

## Career Engagement ▲

The Career Engagement Office provides services and programs that equip students to explore, discern, and navigate their life-long professional journey. Individual career coaching is available to discuss topics such as identity in career, resume/cover letter writing, interview preparation, graduate school preparation, career self-assessment, and more. Additionally, we coordinate opportunities to build community with mentors, alumni, and employers through “Takeover” events, Career Treks, and quarterly Career Fairs during the academic year. Contact us to co-create career development content for your students, identify an opportunity to bring industry professionals to your class, or identify ways to highlight the career development that already exists in a given syllabus. Lastly, encourage your students to schedule their 30-minute career coaching appointment early and often.

Pigott Pavilion 110 | 296-6080 | [careerengagement@seattleu.edu](mailto:careerengagement@seattleu.edu) | [www.seattleu.edu/careerengagement](http://www.seattleu.edu/careerengagement)

## Center for Community Engagement (CCE) ▲

As the hub of the university's interface between community and campus, the Center for Community Engagement (CCE) emphasizes long-term place-based partnerships and anti-racist, inclusive frameworks. Community engagement at Seattle University includes but is not limited to community-engaged/service-learning courses, university-assisted community schools, direct service, community-based research, advocacy, public scholarship, activism, and anchor institution strategies. The CCE offers professional development and fellowship opportunities to faculty who play a vital role in our place-based community engagement efforts. CCE supports community-engaged teaching, scholarship, and service through intentional introductions to community-based organizations, multi-day immersion experiences, discussions on community engagement topics, and individual consultations. We offer two faculty cohort programs: Academic Service-Learning Faculty Fellows (ASLFF) and the Community Engaged Justice Fellows (CEJF). CCE also houses the Seattle University Youth Initiative (SUYI). Please contact Elizabeth Seymour, [eseymour@seattleu.edu](mailto:eseymour@seattleu.edu), or find more information on our website: [www.seattleu.edu/cce](http://www.seattleu.edu/cce).

Douglas 100 | 296-2569 | [eseymour@seattleu.edu](mailto:eseymour@seattleu.edu) | [www.seattleu.edu/cce](http://www.seattleu.edu/cce)

## Center for Digital Learning & Innovation (CDLI) ▲

The Center for Digital Learning and Innovation (CDLI) supports Seattle University faculty in the collaborative exploration, selection, and thoughtful use of learning technologies to ensure that all digitally-mediated courses foster high-touch, experiential learning consistent with the Jesuit approach to education. CDLI accomplishes this mission through a community of practice approach in an array of workshops and one-on-one consultations, which are available to any instructor who has a desire to learn more about infusing technology into their teaching practice. In addition, CDLI administers the Seattle University learning management system, Canvas, and a host of other learning technologies.

Pigott Pavilion 050 | 296-5456 | [cdli@seattleu.edu](mailto:cdli@seattleu.edu) | [www.seattleu.edu/cdli](http://www.seattleu.edu/cdli)

## **Center for Environmental Justice & Sustainability (CEJS) ▲**

The Center for Environmental Justice and Sustainability (CEJS) is a campus-wide, interdisciplinary Center with the mission to inspire care for our communities through the research and practice of social, economic, and environmental justice. CEJS seeks to educate and develop leaders for a more just and sustainable world by:

- engaging students in experiential learning through environmental justice and sustainability projects in Seattle and around the world;
- advancing sustainability literacy and research;
- sponsoring events, conferences, and workshops that engage students and scholars with the community and advance public policy; and
- promoting Seattle University's environmental programs, climate action, and campus sustainability performance.

Phillip Thompson | 296-5521 | [cejs@seattleu.edu](mailto:cejs@seattleu.edu) | [www.seattleu.edu/cejs](http://www.seattleu.edu/cejs)

## **Center for Faculty Development (CETL) ▲**

The Center for Faculty Development (also known as “CETL”) promotes the professional formation of all SU faculty through a scholarly and interdisciplinary approach to (1) learning and teaching, (2) research practice, and (3) professional development, with an emphasis on developing faculty across the career span. We aim to do this by providing forums for faculty to explore and reflect on their academic lives through voluntary and research-based activities. These include faculty workshops and candid conversations, individual consultations, faculty writing groups, faculty learning communities, a community of practice for department and program chairs, classroom observations, and facilitated discussions with program teams.

Hunthausen 120 | 296-2144 | [faculty-development@seattleu.edu](mailto:faculty-development@seattleu.edu) | [www.seattleu.edu/faculty-development](http://www.seattleu.edu/faculty-development)

## **Center for Jesuit Education (CJE) ▲**

The Center for Jesuit Education serves as a resource to Seattle University faculty as they explore how SU's mission impacts their teaching, research, and service. If you are interested in engaging more deeply with the core aspects of the Jesuit educational mission, our programs range from workshops to retreats to immersion experiences. We 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 to meet the needs of departments and divisions across campus.

Loyola 209 | 296-6133 | [salazare@seattleu.edu](mailto:salazare@seattleu.edu) | [www.seattleu.edu/jesuit-education](http://www.seattleu.edu/jesuit-education)

## **The Commons (part of MarCom) ▲**

*The Commons*, part of The Newsroom ([www.seattleu.edu/newsroom](http://www.seattleu.edu/newsroom)), is the online news site for and about faculty and staff. The site strives to provide the latest university news and information, while fostering a sense of community. Faculty and staff members are encouraged to submit accomplishments, story ideas, and feedback by emailing [thecommons@seattleu.edu](mailto:thecommons@seattleu.edu). Questions can be sent to Mike Thee, internal communications manager, at [theem@seattleu.edu](mailto:theem@seattleu.edu).

O'Brien Center (715 13th Ave) | 296-6135 | [theem@seattleu.edu](mailto:theem@seattleu.edu) | [www.seattleu.edu/commons](http://www.seattleu.edu/commons)

## **Consortium of Interdisciplinary Scholars ▲**

The Consortium of Interdisciplinary Scholars is currently comprised of 150 professors from all colleges and schools who are interested in crossing disciplinary boundaries, meeting colleagues from across campus, and supporting advanced student work. The mission is: "To provide expert advice for students pursuing projects across disciplines and to facilitate interdisciplinary faculty scholarship." There is one event a quarter open to anyone interested and you will receive no more than several emails a year. There are no obligations. If you would like to be added to the Consortium, whether full or part-time, please contact Dr. Sven Arvidson.

Casey 430 | 296-5470 | [arvidson@seattleu.edu](mailto:arvidson@seattleu.edu) | [www.seattleu.edu/artsci/departments/interdisciplinary-liberal-studies/consortium-of-interdisciplinary-scholars](http://www.seattleu.edu/artsci/departments/interdisciplinary-liberal-studies/consortium-of-interdisciplinary-scholars)

## **Controller's Office ▲**

The Controller's Office processes payments to employees and vendors and also performs various accounting functions. Regular faculty payroll is processed on the 15th and the last day of the month. The Controller's Office reimburses faculty for business expenses and pays vendors while monitoring for adherence to University policy and IRS Regulations. Faculty may initiate these payments in ProcureSU. Each faculty member is assigned to a financial manager responsible for approving all charges made against the department account, expending funds within budget limits, and reviewing financial reports to see that all activity has been recorded accurately. Your financial manager is the recommended first point of contact for financial matters.

1218 E. Cherry St. | 296-5880 | [payroll@seattleu.edu](mailto:payroll@seattleu.edu) | [payables@seattleu.edu](mailto:payables@seattleu.edu) | [www.seattleu.edu/controllers-office](http://www.seattleu.edu/controllers-office)

## **Copyright Compliance, located in Reprographic Services ▲**

The Office of Copyright Compliance, part of Reprographic and Mailing Services, assists faculty in securing copyright permission to include materials in course packs, class handouts, and other materials. The office is a one-stop shop that coordinates directly with faculty, reprographics, and publishers to produce course packs. The office also helps faculty, staff, and students comply with Seattle University Copyright Policy including evaluating issues of fair use, public domain, and copyright ownership.

Pigott Pavilion 020A | 296-2308 | [copyright@seattleu.edu](mailto:copyright@seattleu.edu) | [www.seattleu.edu/repro/copyright-compliance](http://www.seattleu.edu/repro/copyright-compliance)

## **Counseling & Psychological Services (CAPS) ▲**

CAPS offers individual therapy, outreach, consultation, and referral services via telehealth to currently enrolled and continuous SU students. Services are free of charge. While therapy services are limited to students, faculty may call to consult regarding how to respond to distressed students or refer students to our services.

Pigott Pavilion 120 | 296-6090 | [caps@seattleu.edu](mailto:caps@seattleu.edu) | [www.seattleu.edu/caps](http://www.seattleu.edu/caps)

## **Disability Services (Student Academic Services) ▲**

Disability 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 | 296-5740 | Rich Okamoto [okamotr@seattleu.edu](mailto:okamotr@seattleu.edu) or Kim Thompson [thompsok@seattleu.edu](mailto:thompsok@seattleu.edu) | [www.seattleu.edu/disability-services](http://www.seattleu.edu/disability-services)

## **Education Abroad ▲**

The Education Abroad Office (EAO) collaborates with faculty to develop short- or long-term overseas programs, focusing on student recruitment, budget development, and safety and risk considerations. Additionally, in partnership with faculty and academic advisors, EAO ensures that students pursue study abroad options that contribute to their program of study through advisement and a Course Approval form, which is required of each student planning to study abroad.

Pigott Pavilion 124 | 296-2226 | [educationabroad@seattleu.edu](mailto:educationabroad@seattleu.edu) | [www.seattleu.edu/abroad](http://www.seattleu.edu/abroad)

## **English Language Learning Center (ELLC) ▲**

The English Language & Culture Bridge Program (ELCB) consists of required ESL courses for students who enter SU with proficiency scores below SU's requirement for full admission. Students take one or two credit courses in addition to the ESL courses. ELCB courses are for non-native speakers of English only and require permission of the instructor for entry. Free tutoring is available for all non-native speakers of English. Students who are struggling due to English proficiency issues, or would like to sign up for tutoring, should be directed to the ELLC office in 1103 E. Madison, Room 101, or call 206-296-6064.

1103 E. Madison Building, Room 101 | 296-6064 | [www.seattleu.edu/ellc](http://www.seattleu.edu/ellc)

## Facilities Services ▲

Facilities Services creates and sustains environments that support the needs of our campus community. Our goal is to deliver facilities management services in an efficient, cost-effective manner while maintaining excellent customer service. Our work groups include Real Estate and Planning, Design and Construction, Building Operations and Maintenance, Residence Hall Maintenance, Grounds and Landscaping, Recycling Services, and Environmental Health and Safety. Facilities Services oversees asset management, campus-wide sustainability efforts, and fosters several neighborhood community relationships. For a more in-depth look at services Facilities Services provides, we invite you to visit our website.

296-6996 | [www.seattleu.edu/facilities](http://www.seattleu.edu/facilities)

## Faculty Ombudsperson ▲

The Faculty Ombudsperson office supports an ethical and civil culture in which mutual understanding can be reached and differences resolved through respectful dialogue and fair processes. The office is an independent, confidential, impartial, and informal resource for all SU faculty members. The Faculty Ombudsperson is a designated neutral or impartial facilitator whose major function is to serve faculty and provide confidential and informal guidance; to assist with complaints, concerns and issues; to assist in identifying appropriate offices, committees, and university rules and policies; and serve when appropriate as an informal mediator of early-stage complaints and mediate as an impartial party.

Chardin 139 | 296-5898 | Please do not use email for communication with the Ombudsperson  
| [www.seattleu.edu/faculty-ombudsperson](http://www.seattleu.edu/faculty-ombudsperson)

## 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, 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 | 296-6142 | [brierles@seattleu.edu](mailto:brierles@seattleu.edu) | [www.seattleu.edu/academicaffairs/faculty/faculty-services](http://www.seattleu.edu/academicaffairs/faculty/faculty-services)

## Fellowships, Office of ▲

The Office of Fellowships supports SU students and alumni applying for nationally and internationally competitive external 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; practice interviews; writing workshops; and we connect students with faculty mentors, particularly for research proposals. We offer advising services to all students, and we strongly encourage you to refer your 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!

296-5740 | [kwane@seattleu.edu](mailto:kwane@seattleu.edu) | [www.seattleu.edu/fellowships](http://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, Title IX disability, substance abuse, professional conduct, and use of university equipment.

Rianna 200 | 296-5870 | [hr@seattleu.edu](mailto:hr@seattleu.edu) | [www.seattleu.edu/hr](http://www.seattleu.edu/hr)

## Indigenous Peoples Institute (IPI) ▲

Indigenous Peoples Institute (IPI) was established in the fall of 2016 and its mission is to support Native American and Indigenous student success at Seattle University, while also raising awareness about issues of critical importance to local and global Indigenous peoples. The current vision for IPI is that all Native American and Indigenous students will have a home-away-from-home experience at Seattle U as they work toward their degrees. IPI also offers regular on-campus activities for students, staff, and faculty to ensure that Indigenous voices and perspectives are included as we work collectively toward a just future.

Xavier 160 | 296-2235 | [IPI@seattleu.edu](mailto:IPI@seattleu.edu) | [www.seattleu.edu/artsci/departments/ipi](http://www.seattleu.edu/artsci/departments/ipi)

## Information Technology: Classroom Services ▲

Classroom Services provides support for all classroom technologies on campus. For immediate assistance when a class is in session, call the Service Desk at x5571 and a technician will be dispatched to assist you. Classroom Services also provides equipment checkout (projectors, video cameras, and document cameras) and delivery to enhance instructional technology needs.

296-5571 | [servicedesk@seattleu.edu](mailto:servicedesk@seattleu.edu) | [www.seattleu.edu/its/support/classroom-services](http://www.seattleu.edu/its/support/classroom-services)

## Information Technology: Service Desk ▲

The IT Service Desk (formerly known as the Help Desk) is the primary contact point for Information Technology Services (ITS) and the SU community for campus technology services. Contact the Service Desk for assistance with network access, password resets, Microsoft Office 365, email, and problems with your laptop or desktop. The Service Desk is available by phone and email 7am–7pm, Monday through Friday during fall, winter, and spring quarters.

296-5571 | [servicedesk@seattleu.edu](mailto:servicedesk@seattleu.edu) | [www.seattleu.edu/its/support](http://www.seattleu.edu/its/support)

## **Institute for Catholic Thought & Culture (ICTC) ▲**

The Institute for Catholic Thought and Culture (ICTC) invites the faculty and staff, as well as the larger community, to renew the Catholic intellectual tradition where faith and reason, religion and culture, the church and the world meet and engage one another. It sponsors academic research, reflection, and conversation.

The ICTC's primary programs include:

- Catholic Heritage Lecture Series (three times annually)
- Substantial grants for faculty to undertake research or to create a course that incorporates Catholic thought
- Seminars and reading groups for faculty
- Film viewings and artistic exhibits

Lemieux Library 659 | 220-8270 | [ictc@seattleu.edu](mailto:ictc@seattleu.edu) | [www.seattleu.edu/ictc](http://www.seattleu.edu/ictc)

## **Institutional Research (IR) ▲**

Institutional Research collects, analyzes, interprets, and reports data about the university. It is dedicated to making 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. Institutional Research also works with ITS to support InformSU, the SU data and reporting portal.

220-8231 | [ir@seattleu.edu](mailto:ir@seattleu.edu) and [informSU@seattleu.edu](mailto:informSU@seattleu.edu) | [www.seattleu.edu/ir](http://www.seattleu.edu/ir) and [www.seattleu.edu/ir/informsu](http://www.seattleu.edu/ir/informsu)

## **Institutional Review Board (IRB) ▲**

The Seattle University Institutional Review Board (IRB) works to create a favorable climate for the conduct of human subjects research while protecting the rights, well-being, and privacy of participants, as well as the interests of Seattle University. The IRB strives not only to ensure compliance with Federal regulations but also to foster research meeting the highest ethical standards and adhering to all principles, best practices, and policies related to research with human subjects. Specifically, the IRB seeks to ensure all human subjects are treated with respect, beneficence, and justice during participation in research conducted under the auspices of Seattle University. For frequently asked questions, visit [www.seattleu.edu/irb/guidance--faq](http://www.seattleu.edu/irb/guidance--faq).

Administration 201 | 296-2585 | [irb@seattleu.edu](mailto:irb@seattleu.edu) | [www.seattleu.edu/irb](http://www.seattleu.edu/irb)

## **International Student Center (ISC) ▲**

The International Student Center is the home away from home for our diverse international campus population. Serving 850 students from over 60 countries, the ISC is the main resource for immigration advising, community building, and international programming. We offer tools for supporting our international students' academic, social, cultural, emotional, and spiritual pathways. Celebrating our international student population provides vital perspectives that broaden the entire university's cultural and global awareness as we all seek to promote equity and social justice within and between nations.

Pigott Pavilion 160 | 296-6260 | [isc@seattleu.edu](mailto:isc@seattleu.edu) | [www.seattleu.edu/isc](http://www.seattleu.edu/isc)

## **Learning Assistance Programs (Student Academic Services) ▲**

Learning Assistance Programs support students in their ongoing growth and development as learners by providing academic support and learning strategy enhancement through a variety of services to meet individual needs. Programs include weekly individual, small-group and drop-in tutoring as well as weekly facilitated study groups in selected math, business, science, nursing, and languages courses. Also provided are a series of learning strategy workshops each quarter, assessment tools, and one-on-one consultation sessions with a learning specialist to devise strategies to enhance learning around skills such as time management, reading comprehension, test preparation, and note taking. Faculty can encourage students to use our services or consult with us about particular student needs. At faculty request, we provide classroom presentations about our services and on study approaches tailored to specific courses.

Lemieux Library & McGoldrick Learning Commons – 2nd floor | 398-4450 | [ajenkins@seattleu.edu](mailto:ajenkins@seattleu.edu) | [www.seattleu.edu/learning-assistance](http://www.seattleu.edu/learning-assistance)

## **Lemieux Library & McGoldrick Learning Commons ▲**

This attractive, popular facility provides services, technology, and spaces that support research, teaching, and learning. Librarians offer research consultations and collaborate with faculty to develop digital and print collections that are supplemented by effective inter-institutional resource-sharing and course reserves. The library's instruction program provides course-integrated instruction focused on research assignments and learning outcomes. Deliverables include workshops, modules, and collaboratively designed activities taught face-to-face or online. The Learning Commons Partnership brings together the Writing Center, Learning Assistance Programs, Math Lab, Media Production Center, and Library Research Services to support teaching and learning. A faculty lounge provides space for reading, conversation, and collaboration.

Lemieux Library & McGoldrick Learning Commons | 296-6210 | [ris@redhawks.onmicrosoft.com](mailto:ris@redhawks.onmicrosoft.com) | [www.seattleu.edu/library](http://www.seattleu.edu/library)

## **Mailing Services ▲**

Mailing Services serves the postal and shipping needs for the University. Mail and parcels from the US Postal Service arrive to campus by 9:30 daily while the various parcel carriers deliver throughout the morning and afternoon. Mail is distributed around campus by 12:00pm; packages are delivered both morning and afternoon. Outgoing mail is collected from the various offices while deliveries are made and is brought to Mailing Services for processing. A variety of USPS, FedEx, DHL, and UPS services are offered. Pickup times: US Postal Service – 1:00 | UPS, FedEx, DHL – 3:00 | Allow 30 minutes prior to pick up for processing of outgoing mail and parcels.

Pigott Pavilion 040 | 296-6199 | [mailingservices@seattleu.edu](mailto:mailingservices@seattleu.edu) | [www.seattleu.edu/mail](http://www.seattleu.edu/mail)

## **Marketing Communications (MarCom) ▲**

Marketing Communications is a strategic partner to all academic and administrative units within Seattle University. The department offers solutions for the university's marketing and communication needs and serves as a clearinghouse for advancing the university's internal and external relationships and messaging. Marketing Communications upholds and strengthens the university's reputation, image and values, while raising awareness about the university's academic profile and the impact our students, alumni, faculty and staff have locally and globally. Contact the department for expertise in branding and marketing, communication strategy, media relations, internal communications, external affairs, web communications, social media, visual and creative design, publications and photography.

O'Brien Center (715 13th Ave) | 296-6135 | [belvinr@seattleu.edu](mailto:belvinr@seattleu.edu) | [www.seattleu.edu/marcom](http://www.seattleu.edu/marcom)

## **Math Lab ▲**

The Math Lab, located on the second floor of the Lemieux Library, is a free drop-in service provided by the Mathematics Department for all students in lower division mathematics courses (up through MATH 2330) at Seattle University. Students are encouraged to work on their mathematics coursework at the various tables in the Lab and to seek help from the Math Lab assistant whenever necessary. The Lab is meant to augment the assistance given by the instructor of the course and to provide help at times when the instructor is not available.

Lemieux Library & McGoldrick Learning Commons – 2nd floor | 296-5921 | [bahuaude@seattleu.edu](mailto:bahuaude@seattleu.edu) | [www.seattleu.edu/scieng/math/student-resources/math-lab](http://www.seattleu.edu/scieng/math/student-resources/math-lab)

## **Multicultural Affairs, Office of (OMA) ▲**

The Office of Multicultural Affairs mission and purpose is to promote an inclusive learning environment for all students to enhance their understanding of identity and power, to build intercultural awareness and skills, and to support the success of students from historically underrepresented backgrounds. We do this in a variety of ways, including but not limited to: small and large scale events, leadership development programs, and trainings and presentations. The SU Food Pantry is also located and operated by the Office of Multicultural Affairs in Pavilion 180. At its core, OMA is about building meaningful connections with students and colleagues to co-create an environment that supports the thriving of all students. We invite faculty to be collaborators with OMA and to refer students to our programs and resources. We are available to receive referrals about specific student concerns, for consultation about classroom dynamics, and for guest lectures or trainings about issues of diversity and inclusion.

Pigott Pavilion 180 | 296-6070 | [oma@seattleu.edu](mailto:oma@seattleu.edu) | [www.seattleu.edu/oma](http://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 and the Center for Jesuit Education sponsor 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 Cabinet, Board of Trustees, and external constituencies in support of the university's mission. For scheduling, contact the President's Executive Secretary: Elizabeth Pilati.

Administration 109 | 296-1891 | [sundborg@seattleu.edu](mailto:sundborg@seattleu.edu) | [www.seattleu.edu/president](http://www.seattleu.edu/president)

## **Registrar, Office of the ▲**

The Office of the Registrar provides administrative services for students, faculty, and staff in support of the mission of Seattle University. The office is responsible for interpretation and implementation of academic policies and procedures and is responsible for academic records protection and maintenance. Key services include academic classroom scheduling, educational planning, grade posting, degree posting, petition processing, withdrawal processing, transfer credit evaluation, degree audit management, academic policy and form hosting, SU Online, CLSS (course scheduling), academic administration procedure and deadline communications, academic catalog preparation and hosting, and Family Educational Rights and Privacy Act (FERPA) training and interpretation.

Vi Hilbert Hall, Redhawk Service Center | 220-8030 | [registrar@seattleu.edu](mailto:registrar@seattleu.edu) | [www.seattleu.edu/registrar](http://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 high-speed black-and-white network printer/copiers, which offer a variety of in-line finishing options, and two high-speed color printer/copiers. We also have large-format printers for posters and banners. Reprographic offers a variety of bindery services, mail merge, bulk mailings, and can print addresses directly onto mailing pieces. You can simply email Reprographic your print request form or drop it off in person. We are able to complete small jobs on the same day, but our standard turnaround time is 24–48 hours for larger jobs.

Pigott Pavilion 020 | 296-6180 | [reprographic@seattleu.edu](mailto:reprographic@seattleu.edu) | [www.seattleu.edu/repro](http://www.seattleu.edu/repro)

## **Seattle University Youth Initiative (SUYI) ▲**

The Seattle University Youth Initiative (SUYI) strives to strengthen education and support systems for 1,000 neighborhood youth and their families while enhancing the University by providing service, learning, and research experience for students, faculty, and staff. Launched in 2011, the Youth Initiative is the largest community engagement project in the institution's history and a signature element of the University. The Center for Community Engagement (CCE) provides support for faculty who are interested in participating in the SUYI through academic service-learning, community-based research (CBR), and service.

Douglas 100 | 296-2569 | [cce@seattleu.edu](mailto:cce@seattleu.edu) | [www.seattleu.edu/cce/suyi](http://www.seattleu.edu/cce/suyi)

## **Sponsored Projects, Office of (OSP) ▲**

Located in the Hunthausen Building, the OSP welcomes inquiries from all faculty and staff about external funding. The OSP's primary mission is to assist with development of grant proposals, their submission, and post-award administration. The OSP oversees the Summer Faculty Fellowships program, which provides support for faculty to build on previous scholarly or creative endeavors or to move projects in a new direction. In addition, OSP 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. The OSP offers quarterly workshops and scholarly networking events. Please contact us to schedule an individual consultation with Sponsored Research Officers to discuss your scholarship agenda and external funding needs.

Hunthausen 120 | 296-2597 | [osp@seattleu.edu](mailto:osp@seattleu.edu) | [www.seattleu.edu/sponsored-projects](http://www.seattleu.edu/sponsored-projects)

## **Student Conduct and Integrity Formation ▲**

The mission of Integrity Formation is to cultivate a safe, academically-focused community that fosters student success and engagement. We ask students to take ownership of their choices and provide educational opportunities and resources that foster personal growth, repair harm, rebuild trust, and strengthen each student's relationship with the university. As a Jesuit and Catholic institution, we hold our students to the highest standard of ethical behavior both on and off campus. Our purpose is to:

- Provide a prompt, fair, and equitable process for the accountability of student conduct
- Educate students about their rights and responsibilities
- Encourage the safety, health, and wellness of the campus community
- Promote the development of individual integrity
- Uphold the non-academic rules and regulations of the University
- Guide students toward achieving their academic, personal, and professional goals.

Redhawk Commitment and the Code of Student Conduct: [www.seattleu.edu/deanofstudents/policies/code-of-student-conduct](http://www.seattleu.edu/deanofstudents/policies/code-of-student-conduct)

Student Center 320 | 296-6060 | [khwajaa@seattleu.edu](mailto:khwajaa@seattleu.edu) | [www.seattleu.edu/deanofstudents/integrity-formation](http://www.seattleu.edu/deanofstudents/integrity-formation)

## **Student Development, Division of ▲**

The Division of Student Development includes 14 departments committed to creating an engaged student experience that challenges and supports students. Through the Redhawk Experience we promote and enrich students' education through teaching, mentoring, advising, coaching, and counseling by way of ongoing direct contact with students in their daily lives and co-curricular activities. 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 | 296-6066 | [OfficeOfStudentDev@seattleu.edu](mailto:OfficeOfStudentDev@seattleu.edu) | [www.seattleu.edu/studentdevelopment](http://www.seattleu.edu/studentdevelopment)

## **SU Campus Store ▲**

The SU Campus Store is a student-centered academic resource located in the Madison Building, adjacent to Vi Hilbert Hall. Faculty discounts of 20% apply to most items with your faculty ID. Submit textbook orders every quarter through our online textbook adoption system. On-time submission of textbook orders helps the store get more used inventory and ensures the lowest possible prices for students. Students can buy or rent new, used, and digital textbooks in store or online, saving up to 80%. Course Materials Manager is Aaron Klouzal. Order deadlines--Summer Quarter/Fall Quarter/Fall Semester: End of April; Winter Quarter/Spring Semester: End of October; Spring Quarter: End of January.

12<sup>th</sup> & Madison | 206-325-6002 | [klouzala@seattleu.edu](mailto:klouzala@seattleu.edu) | [www.seattleu.edu/campus-store](http://www.seattleu.edu/campus-store)

## Summer Programs ▲

Summer Programs is a strategic initiative of Academic Affairs established to promote summer session as a regular part of our students' academic experience. We support the highest quality summer session courses and specially focused programs that will attract both current and new students. We can assist faculty in marketing their summer courses via our website, promotions, or other creative advertising. Please contact us if you have any questions or if we can be of assistance as you consider offering a summer session course.

Eva Lasprogata Sedgwick, Director | Pigott 415B | 498-2151 | [summer@seattleu.edu](mailto:summer@seattleu.edu) | [www.seattleu.edu/summer](http://www.seattleu.edu/summer)

## 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 and community. In addition to copying and printing, we give the professional touch to reports and presentations with our binding, laminating, scanning, and other finishing services. We also sell a variety of stamps and postage so that your letters and packages are delivered safely and on time. Mailing options include U.S. Postal Service delivery (International Airmail up to 1lb) and FedEx. We are a one stop shop for pre-posted drop offs for USPS, FedEx, and UPS. Please visit our website for hours, payment, and a complete listing of products and services.

Pigott Pavilion 010 | 296-6117 | [supercopy@seattleu.edu](mailto:supercopy@seattleu.edu) | [www.seattleu.edu/supercopy](http://www.seattleu.edu/supercopy)

## University Planning ▲

Seattle University is regionally accredited by the Northwest Commission on Colleges and Universities (NWCCU). The Office of University Planning is responsible for making sure the institution is performing up to its accreditor's standards and policies. If you have questions regarding Seattle U's accreditation status, or about policies or requirements of our regional accreditor, please reach out to our office.

Robert Duniway | 296-2145 | [rduniway@seattleu.edu](mailto:rduniway@seattleu.edu) | [www.seattleu.edu/assessment](http://www.seattleu.edu/assessment)

## University Recreation (UREC) ▲

University Recreation is a center for community and connection that empowers all to live happier and healthier lives. Enjoy a variety of activities all centered on fun, fitness, and personal development; many at no additional cost. Try a Cardio Dance class, rent outdoor gear for cheap, get discounted lift tickets, grab a few colleagues for an Outdoor Volleyball league, or go for a swim. All faculty receive a complimentary membership to UREC, and additional memberships are available for purchase for faculty/staff partners or dependents.

550 14th Ave | 296-6441 | [UREC@seattleu.edu](mailto:UREC@seattleu.edu) | [www.seattleu.edu/recreation](http://www.seattleu.edu/recreation)

## Writing Center ▲

The Writing Center is dedicated to fully engaging Seattle University students in becoming the most effective writers they can be. Grounded in anti-oppressive pedagogies and the belief that effective writing often emerges from dialogic conversations, we offer one-to-one sessions designed to support students in negotiating all phases of the writing process. The Writing Center offers limited synchronous and asynchronous online appointments as well. At faculty request, we offer various types of class visits and writing workshops. We serve faculty and staff who seek consultations on developing writing projects and on exploring ways to effectively respond to students' writing. Faculty members can schedule appointments with professional staff or with undergraduate students who can provide valuable perspectives both as students and as consultants who help their clients respond to writing prompts daily. Visit our webpage for more resources [www.seattleu.edu/writingcenter](http://www.seattleu.edu/writingcenter). For news, writing tips, and events, friend us on Facebook.

Lemieux Library & McGoldrick Learning Commons – 2nd floor | 296-6239 | [writingcenter@seattleu.edu](mailto:writingcenter@seattleu.edu) | [www.seattleu.edu/writingcenter](http://www.seattleu.edu/writingcenter)