

# UCI Resources

## ADVANCE Program

Faculty Equity & Diversity  
<http://advance.uci.edu>  
Director: Douglas M. Haynes  
[advancedirector@uci.edu](mailto:advancedirector@uci.edu)  
(949) 824-2798

## Academic Personnel Office

<http://www.ap.uci.edu/>  
Director: Joan Tenma  
[jtenma@uci.edu](mailto:jtenma@uci.edu)  
(949) 824-5104

## Equal Opportunity & Diversity

<http://www.eod.uci.edu/>  
Associate Dir: Gwendolyn Kuhns Black  
[Gwen.black@uci.edu](mailto:Gwen.black@uci.edu)  
(949) 824-5594

## Title IX/Sexual Harassment Officer

<http://www.eod.uci.edu/>  
Asst. Executive Vice Chancellor / Director: Kirsten Quanbeck  
[Quanbeck@uci.edu](mailto:Quanbeck@uci.edu)  
(949) 824-5594

## Office of the Ombudsman

<http://www.ombuds.uci.edu/homepage.shtml>  
Ombudsman: J. Michael Chennault  
University Tower Suite 640  
4199 Campus Drive  
Irvine, CA 92697-4325  
(949) 824-7256

## Human Resources

Asst. Vice Chancellor: Susan Mann  
<http://www.hr.uci.edu>  
(949) 824-5210  
111 Theory, Suite 200  
Irvine, CA 92697-4600  
[hrquestions@uci.edu](mailto:hrquestions@uci.edu)



## Human Resource/Conflict Resolution Services

Director: Njeeri Wa Ngugi

[nngugi@uci.edu](mailto:nngugi@uci.edu)

(949) 824-8355

## Office of the Vice Chancellor for Student Affairs

Vice Chancellor: Manuel Gomez

<http://www.vcsa.uci.edu/>

405 Aldrich Hall

(949) 824-4804

# UCLA Resources

## Academic Personnel Office

3109 Murphy Hall  
Box 951407  
Los Angeles, CA 90095-1407  
(310) 825-3841  
(310) 206-9643 Fax  
<http://www.apo.ucla.edu/>

## Campus Human Resources

Box 951465, Suite 200  
UCLA Wilshire Center  
Los Angeles, CA 90095-1465  
310-794-0800  
<http://www.chr.ucla.edu>

## UCLA Faculty Diversity & Development

3134 Murphy Hall, Box 951405  
Los Angeles, CA 90095  
310-206-7411  
[www.faculty.diversity.ucla.edu](http://www.faculty.diversity.ucla.edu)

## Office of Ombuds Services

Strathmore Building  
501 Westwood Plaza  
Suite 105  
Phone: 310 / 825-7627  
8 am–5pm, Monday–Friday or by appointment  
<http://www.ombuds.ucla.edu/>

## Sexual Harrassment

Sexual Harassment and Title IX Officer  
310-206-3417  
Pam Thomeson  
[pthomason@conet.ucla.edu](mailto:pthomason@conet.ucla.edu)  
<http://www.sexualharassment.ucla.edu/>

## Faculty and Staff Counseling Center

10920 Wilshire Boulevard, Suite 380  
Los Angeles, CA 90024-6513  
Campus Mailcode: 145748  
(310) 794-0245  
(310) 794-0251 FAX  
[http://www.chr.ucla.edu/chr/sfcc/frameset\\_main\\_sfcc.html](http://www.chr.ucla.edu/chr/sfcc/frameset_main_sfcc.html)



# UCR Resources

## Academic Personnel Office

Elizabeth Lord, Vice Provost – Academic Personnel  
University of California, Riverside  
Surge Building, Room 365  
(951) 827-2304 – phone | (951) 827-6226 – fax  
MSO: Felecia Garrett @ (951) 827-6223  
Assistant: Cathy Chi (951) 827-6224  
website: [academicpersonnel.ucr.edu](http://academicpersonnel.ucr.edu)

Katina Napper, Director  
University of California, Riverside  
Surge Building, Room 381  
(951) 827-5032 – phone | (951) 827-3659 – fax  
Assistant: Gabriela Zepeda @ (951) 827-3693  
e-mail: [Katina.napper@ucr.edu](mailto:Katina.napper@ucr.edu)  
website: [academicpersonnel.ucr.edu](http://academicpersonnel.ucr.edu)

Marlene Zuk, Associate Vice Provost – Faculty Equity and Diversity  
University of California, Riverside  
Surge Building, Room 365  
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MSO: Felecia Garrett @ (951) 827-6223  
Assistant: Cathy Chi @ (951) 827-6224  
e-mail: [vp-equity@ucr.edu](mailto:vp-equity@ucr.edu)  
website: [academicpersonnel.ucr.edu](http://academicpersonnel.ucr.edu)

## Campus Human Resources

Marilyn Voce, Assistant Vice Chancellor – Human Resources  
University of California, Riverside  
1160 University Avenue  
Riverside, CA 92521  
(951) 827-4659 – phone |  
(951) 827-3089 - fax  
Assistant: Laurie Webb @ (951) 827-4727  
e-mail: [marilyn.voce@ucr.edu](mailto:marilyn.voce@ucr.edu)  
website: [humanresources.ucr.edu](http://humanresources.ucr.edu)

## Office of Faculty and Staff Affirmative Action

Gladys Brown, Interim Director  
University of California, Riverside  
Surge Building, Room 339  
(951) 827-5604 | (951) 827-5308 – fax  
Assistant: Amanda Matus @ (951) 827-5604  
e-mail: [gladysb@ucr.edu](mailto:gladysb@ucr.edu)  
website: [affirmativeaction.ucr.edu](http://affirmativeaction.ucr.edu)

## Diversity, Excellence and Equity

Yolanda T. Moses, Associate Vice Chancellor for Diversity, Excellence and Equity  
University of California, Riverside  
Surge Building, Room 365  
(951) 827-7741 – phone | (951) 827-6226 – fax  
MSO: Felecia Garrett @ (951) 827-6223  
Assistant: Cathy Chi @ (951) 827-6224  
e-mail: [yolanda.moses@ucr.edu](mailto:yolanda.moses@ucr.edu)  
website: [diversity.ucr.edu](http://diversity.ucr.edu)

## Ombuds Office

Indu Sen, Ombudsman  
University of California, Riverside  
Surge Building, Room 349  
(951) 827-3213 – phone | (951) 827-7071 – fax  
Assistant: Sonia Zamora @ (951) 827-2938  
e-mail: [Indus@ucr.edu](mailto:Indus@ucr.edu)  
website: [ombuds.ucr.edu](http://ombuds.ucr.edu)

## Sexual Harassment Complaints

Debbie Artis, Director, Title IX Office  
University of California, Riverside  
Surge Building, Room 349  
(951) 827-7070 – phone | (951) 827-7071 – fax  
Assistant: Sonia Zamora @ (951) 827-2938  
e-mail: [Debbie.artis@ucr.edu](mailto:Debbie.artis@ucr.edu)  
website: [titleix.ucr.edu](http://titleix.ucr.edu)

# UCSB Resources

## Academic Personnel Office

[www.acadpers.ucsb.edu/](http://www.acadpers.ucsb.edu/)  
Art Gossard  
Associate Vice Chancellor of Academic Personnel  
805-893-2622  
5105 Cheadle Hall (MC 2035) Santa Barbara, CA 93106

Cindy Ponce  
Director  
805-893-2010  
5105 Cheadle Hall  
Santa Barbara, CA 93106-2305

## Campus Human Resources

<http://hr.ucsb.edu/>  
Cynthia Cronk, Director  
3101B Student Affairs/Admin. Services Bldg. (MC: 3160)  
Santa Barbara, CA 93106  
805-893-8137  
[cynthia.cronk@hr.ucsb.edu](mailto:cynthia.cronk@hr.ucsb.edu)

Patricia Hiemstra  
Benefits Manager  
805-893-2489  
[tricia.hiemstra@hr.ucsb.edu](mailto:tricia.hiemstra@hr.ucsb.edu)  
Patricia Hiemstra  
3001 G Student Affairs/Admin. Services Bldg.  
(MC: 3160)  
Santa Barbara, CA 93106

## Executive Vice Chancellor's Office

[www.evc.ucsb.edu](http://www.evc.ucsb.edu)  
5105 Cheadle Hall  
(805) 893-2785  
(805) 893-2126

## Faculty Diversity Office

Maria Herrera-Sobek  
Associate Vice Chancellor for Diversity, Equity and Academic Policy  
805-893-5114  
[maria.sobek@evc.ucsb.edu](mailto:maria.sobek@evc.ucsb.edu)  
5105 Cheadle Hall (MC: 2035)  
Santa Barbara, CA 93106

## Office of Equal Opportunity

[www.aa.ucsb.edu/index2.html](http://www.aa.ucsb.edu/index2.html)

Ricardo Alcaíno:

Director of Equal Opportunity

(805) 893-4504

[ricardo.alcaino@oeo.ucsb.edu](mailto:ricardo.alcaino@oeo.ucsb.edu)

University of California, Santa Barbara

3220 Phelps Hall

Santa Barbara, CA 93106-2060

## Office of the OMBUDS

[www.ombuds.ucsb.edu](http://www.ombuds.ucsb.edu)

Priscilla Mori, Director

805-893- 3285

[priscilla.mori@ombuds.ucsb.edu](mailto:priscilla.mori@ombuds.ucsb.edu)

1205-K Girvetz Hall

Santa Barbara, CA 93106-7210

Phone: (805) 893-3285

Fax: (805) 893-8919

## Sexual Harassment & Title IX Office

[www.shot9.ucsb.edu](http://www.shot9.ucsb.edu)

Paula Rudolph: 805-893-2546

Sexual Harassment & Title IX Officer

[Paula.Rudolph@shot9.ucsb.edu](mailto:Paula.Rudolph@shot9.ucsb.edu)



# UCSD Resources

## Academic Employee Relations

<http://academicaffairs.ucsd.edu/offices/er/contacts.htm>

Amy Rosen, Director

[arosen@ucsd.edu](mailto:arosen@ucsd.edu)

Tel.: (858) 822-2041

Fax: (858) 534-0182

## Academic Personnel

<http://academicaffairs.ucsd.edu/offices/apo/contacts.htm>

Tricia Takacs, Director

[ttakacs@ucsd.edu](mailto:ttakacs@ucsd.edu)

Tel.: (858) 534-0068

Fax: (858) 534-2362

## Partner Opportunities Program

<http://academicaffairs.ucsd.edu/offices/partneropp/contacts.htm>

UCSD recognizes that decisions about seeking, accepting, and maintaining employment often involve considerations concerning two careers. The Partner Opportunities Program provides assistance and support in the employment search for spouses or partners of General Campus ladder-rank faculty candidates and appointees and of those in senior management positions who hold academic appointments.

The Partner Opportunities Program offers assistance and guidance to those conducting their own job searches by assessing their needs, arranging job contacts and informational interviews, and serving as a central resource for information regarding employment opportunities.

In order to participate, clients must be referred to the Partner Opportunities Program by the department in which their spouse or partner is a candidate or appointee. The Partner Opportunity Program is only available to the General Campus at this time.

E-mail: [partneropp@ucsd.edu](mailto:partneropp@ucsd.edu)

Becky Skov

Director

[bskov@ucsd.edu](mailto:bskov@ucsd.edu)

Tel.: (858) 534-2121

Fax: (858) 534-2362

Jennifer Park

Co-Director

[Jennifer@ucsd.edu](mailto:Jennifer@ucsd.edu)

Tel.: (858) 822-5862

Fax: (858) 534-2362

## Academic Diversity and Equal Opportunity

<http://academicaffairs.ucsd.edu/offices/adeo/default.htm>

Jon Welch, Director

[welchj@ucsd.edu](mailto:welchj@ucsd.edu)

Tel: (858) 534-4497

Fax: (858) 822-3013

## Office of the Ombuds

<http://www.ombuds.ucsd.edu/index.htm>  
Judith Carbone Bruner  
Director and UCSD Ombudsperson  
858-534-0777 or 619-471-0777

## OSHPP – Office of Sexual Harassment Prevention and Policy

<http://oshpp.ucsd.edu/>  
Lori Chamberlain  
Director/Title IX Coordinator  
[oshpp@ucsd.edu](mailto:oshpp@ucsd.edu)  
Tel.: (858) 534-8298  
Fax: (858) 534-0393

## Human Resources Department

<http://blink.ucsd.edu/Blink/External/Topics/Sponsor/0,1362,1620,00.html>  
Thomas R. Leet  
Assistant Vice Chancellor - Human Resources  
Mail Code 0092  
Tele: (858) 822-4112  
[hr@ucsd.edu](mailto:hr@ucsd.edu)

## SOHR – The Student Office of Human Relations

<http://vcsa.ucsd.edu/Handbook/services/sohr.html>  
Gary Anderson  
Director  
Tel.: (858) 534-6708  
[sohr@ucsd.edu](mailto:sohr@ucsd.edu)

## FSAP – Faculty and Staff Assistance Program

<http://blink.ucsd.edu/Blink/External/Topics/Sponsor/0,1362,1600,00.html>  
Equilla Luke  
Director  
[eluke@ucsd.edu](mailto:eluke@ucsd.edu)  
Tel.: (858) 534-5523

# Publications & Online Resources

## Role of the Department Chair

Chu, Don. The Department Chair Primer: Leading and managing academic departments. Bolton, MA: Anker Publishing Company, Inc., 2006

Department Chair Online Resource Center, American Council on Education  
<http://www.acenet.edu/resources/chairs>

Eckel, Peter, Madeleine Green, Barbara Hill and William Mallon. On Change III - Taking Charge of Change: A Primer for Colleges and Universities. Washington, DC: American Council on Education, 1999. Free electronic version of the report is available at [www.acenet.edu/bookstore](http://www.acenet.edu/bookstore)

Eckel, P., Green, M., & Hill, B. On change V: Riding the waves of change: Insights from transforming institutions. Washington DC: American Council on Education, 2001.

Hecht, Irene W. D., Mary Lou Higgerson, Walter H. Gmelch, and Allan Tucker. The Department chair as academic leader. Phoenix, AZ: The American Council on Education and The Oryx Press, 1999.

Leaming, Deryl R. Academic leadership: a practical guide to chairing the department. Bolton, MA: Anker Publishing Company, Inc., 1998.

Lucas, Ann F. Leading academic change: essential roles for department chairs. San Francisco: Jossey-Bass Publishers. 2000.

Lucas, A.F. The Department Chairperson's Role in Enhancing College Teaching. San Francisco, Jossey-Bass, Publisher. 1989.

## Communication & Conflict

Cheldelin, Sandra I., Ann F. Lucas. The Jossey-Bass academic administrator's guide to conflict resolution. San Francisco: Jossey Bass, 2004.

Dressler, L. Consensus through conversation: How to achieve high-commitment decisions. San Francisco: Berrett-Koehler Publishers, 2006.

Higgerson, Mary Lou. Communication skills for department chairs. Bolton, MA: Anker Publishing Company, Inc., 1996.

Leaming, Deryl R. Managing people: a guide for department chairs and deans. Bolton, MA: Anker Publishing Company, Inc., 2003.

## Faculty Recruitment

Moody, Jo Ann. Rising Above Cognitive Errors: Guidelines for Search, Tenure Review, and other Evaluation Committees. 2005.

NSF Advance at the University of Michigan – STRIDE <http://sitemaker.umich.edu/advance/stride>

Tutorials for Change  
509 Thomas Hunter Hall  
Hunter College of the City University of New York  
695 Park Avenue, New York, NY 10065 USA  
<http://www.hunter.cuny.edu/gendertutorial/>

UCLA Search Committee Toolkit  
Office for Faculty Diversity  
University of California, Los Angeles  
<http://www.faculty.diversity.ucla.edu/03recruit/committee/stk/index.htm>

UCOP Faculty Diversity  
[www.universityofcalifornia.edu/facultydiversity/](http://www.universityofcalifornia.edu/facultydiversity/)

UCR Faculty Recruitment and Hiring Toolkit  
Associate Vice Provost for Faculty Equity & Diversity  
University of California, Riverside  
<http://academicpersonnel.ucr.edu/FacultyToolkit/>

Women in Science & Engineering Leadership Institute  
University of Wisconsin-Madison  
<http://wiseli.engr.wisc.edu/>

## Research on Bias & Assumptions

Georgi H., Who Will Do the Science in the Future, National Academy Press, Washington DC, (2000).

Goldin, C. & Rouse, C. "Orchestrating Impartiality: The Impact of "Blind" Auditions on Female Musicians" The American Economic Review, Vol. 90, No. 4. (Sep., 2000), pp. 715-741.

Nosek, B. A., Banaji, M. R., & Greenwald, A. G. "Harvesting implicit group attitudes and beliefs from a demonstration website." Group dynamics: theory, research, and practice, 6(2002): 101-115.

Smith, D. G. "How to Diversify the Faculty," Academe (September-October 2000).

Smith, D. G., et. al., "Interrupting the Usual: Successful Strategies for Hiring Diverse Faculty," The Journal of Higher Education, Vol. 75, No. 2 (March/April 2004).

Steinpreis, R., Anders, K.A., & Ritzke, D., "The impact of gender on the review of the curricula vitae of job applicants and tenure candidates: A national empirical study," Sex Roles 41(1999): 509-528.

- Trix, F. & Psenka, C., "Exploring the color of glass: Letters of recommendation for female and male medical faculty," Discourse & Society 14(2003): 191-220.
- Valian, V., "Beyond Gender Schemas: Improving the Advancement of Women in Academia," Hypatia vol. 20, no. 3 (Summer 2005) :198-213.
- Valian, V., Why So Slow? The Advancement of Women. Cambridge, MA: MIT Press, (1999): 303-306.
- Vedantam, S., "The Bias Test: You May Be More Prejudiced than You Think," Washington Post Magazine (January 23, 2005)
- Wenneras, C. & Wold, A., "Nepotism and sexism in peer-review," Nature. 387(1997): 341-43.

## Faculty Mentoring and Advancement

- American Council on Education, the American Association of University Professors and United Educators Insurance Risk Retention Group. Good Practice in Tenure Evaluation: Advice for Tenured Faculty, Department Chairs and Academic Administrators. Washington, D.C.: American Council on Education, 2000. . Free electronic version of the report is available at <http://www.acenet.edu/bookstore/pubInfo.cfm?pubID=391>
- Association for Women in Science (AWIS). Mentoring Means Future Scientists:A Guide for Developing Mentoring Programs Based on the AWIS Mentoring Project . Washington, D.C.: 1993.
- Bey, Theresa and Thomas C. Holmes. Mentoring: Contemporary Principles and Issues. Reston, Virginia: Association of Teacher Educators, 1992.
- Mentoring – Association for Women in Science website <http://www.awis.org/careers/mentoring.html>
- MentorNet: The E-mentoring Network for Diversity in Engineering and Science: [http://www.mentornet.net/documents/files/DATASHEET\\_HigherEd.pdf](http://www.mentornet.net/documents/files/DATASHEET_HigherEd.pdf)
- Olmstead, Marjorie A. Mentoring New Faculty: Advice to Department Chairs, Dept. of Physics, University of Washington. <http://faculty.washington.edu/olmstd/research/Mentoring.html>
- Smock, P. J., & Stephenson, R. Giving and receiving career advice: A guide for junior and senior faculty. NSF Advance at the University of Michigan.
- University of California San Diego Faculty Mentoring Program Guidelines: <http://academicaffairs.ucsd.edu/faculty/programs/fmp/default.htm>
- University of Washington ADVANCE Mentoring Resources: <http://www.engr.washington.edu/advance/mentoring/index.html>

University of Washington Center for Workforce Development Mentoring Program  
Guidelines: [http://www.engr.washington.edu/cwd/  
CWDMentoringFacGrad\\_Mentors.html](http://www.engr.washington.edu/cwd/CWDMentoringFacGrad_Mentors.html)

University of Wisconsin Oshkosh Faculty Mentoring Resources:  
<http://www.uwosh.edu/mentoring/faculty/>

## Faculty Retention and Department Climate

Mason, M. A., & Goulden, M. “Do babies matter (part II)? Closing the baby gap. “  
Academe November-December (2004).

The Collaborative on Academic Careers in Higher Education  
Tenure-Track Faculty Job Satisfaction Survey <http://www.coache.org>

UC Faculty Family Friendly Edge: <http://ucfamilyedge.berkeley.edu/>

University of Washington Advance “Faculty Retention Toolkit”  
[www.engr.washington.edu/advance/resources/Retention.](http://www.engr.washington.edu/advance/resources/Retention)

University of Washington LEAD “Balancing Work & Life as Department Chair” [http://  
www.engr.washington.edu/lead/2007BinderMaterials.htm#worklife](http://www.engr.washington.edu/lead/2007BinderMaterials.htm#worklife)

University of Wisconsin-Madison WISELI “Actions for Enhancing Department Climate”  
<http://wiseli.engr.wisc.edu/initiatives/climate/Recommendations.rtf>