

## UCSF Academic Affairs – January 2020

Name	E-mail	Phone	Title	Key Responsibilities
Alldredge, Brian	<a href="mailto:brian.alldredge@ucsf.edu">brian.alldredge@ucsf.edu</a>	514-0421	Vice Provost	
Babcock, Phillip	<a href="mailto:Phillip.Babcock@ucsf.edu">Phillip.Babcock@ucsf.edu</a>	476-2571	Academic Strategic Business Partner	Serves as the strategic business partner for academic personnel issues for the Schools of Dentistry and Pharmacy.
Chang, Edmund	<a href="mailto:edmund.chang@ucsf.edu">edmund.chang@ucsf.edu</a>	502-0503	Academic Affairs Specialist	Facilitates VPAA/Dean's Office level activities related to academic reviews (appointments/advancements), stewardship reviews, academic/special leaves of absence, and honorarium exceptions.
Chen, Michelle	<a href="mailto:michelle.chen@ucsf.edu">michelle.chen@ucsf.edu</a>	502-0454	Academic Affairs Specialist	Facilitates VPAA/Dean's Office level activities related to academic reviews (appointments/advancements), stewardship reviews, academic/special leaves of absence, and honorarium exceptions. Primary contact for BSE-related matters.
Chin, Alan	<a href="mailto:Alan.Chin@ucsf.edu">Alan.Chin@ucsf.edu</a>	502-0439	Academic Recruitment Specialist	Serves as primary contact for all activities related to academic recruitment. Responsible for managing the recruitment process via the AP Recruit system and providing system training to faculty search committees and department staff.
Dinh, Kattie	<a href="mailto:Kattie.dinh@ucsf.edu">Kattie.dinh@ucsf.edu</a>	502-0451	Academic Affairs Specialist	Facilitates VPAA/Dean's Office level activities related to academic reviews (appointments/advancements), stewardship reviews, academic/special leaves of absence, and honorarium exceptions. Primary contact for multi-location appointments.
Draper, Abby	<a href="mailto:abigail.draper@ucsf.edu">abigail.draper@ucsf.edu</a>	514-0421	Executive Assistant	Provides administrative, scheduling and office management support to Vice Provost and Assistant Vice Provosts.
Grote, Claire	<a href="mailto:Claire.Grote@ucsf.edu">Claire.Grote@ucsf.edu</a>	502-3585	Academic Employee Relations Manager	Manager of Academic Employee Relations Team. Administers faculty misconduct investigations. Serves as APM 140 grievance liaison. Other academic employee relations and investigation issues.

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Hardcastle, Wilson	<a href="mailto:wilson.hardcastle@ucsf.edu">wilson.hardcastle@ucsf.edu</a>	476-2016	Home Loan Program Manager; Academic Data Coordinator	Manager of the UC home loan programs (MOP/SHLP/FRAP) for the San Francisco campus. Provides data and information relating to faculty personnel actions and demographics to internal and external agencies. Maintains and updates the Academic Affairs Web site.
Hom, Tiffany	<a href="mailto:Tiffany.Hom@ucsf.edu">Tiffany.Hom@ucsf.edu</a>	476-9433	Academic Affairs Specialist	Facilitates VPAA/Dean's Office level activities related to academic reviews (appointments/advancements), stewardship reviews, academic/special leaves of absence, and honorarium exceptions.
Huynh, Nancy	<a href="mailto:Nancy.Huynh@ucsf.edu">Nancy.Huynh@ucsf.edu</a>	476-8125	Academic Recruitment Specialist	Serves as primary contact for all activities related to academic recruitment. Responsible for managing the recruitment process via the AP Recruit system and providing system training to faculty search committees and department staff.
Leathers, Cynthia	<a href="mailto:cynthia.leathers@ucsf.edu">cynthia.leathers@ucsf.edu</a>	476-2888	Chief of Staff and Assistant Vice Provost, Strategic Initiatives	Works directly with the VPAA to guide overall operations of the unit and provide oversight of emerging issues and strategic initiatives.
Lee, Renee	<a href="mailto:Renee.Lee@ucsf.edu">Renee.Lee@ucsf.edu</a>	476-2529	Academic Business Processes Coordinator	Leads the change management for the implementation of Academic-IT applications for campus departments and service centers. Plays a leadership role in the strategic planning of new IT initiatives.
Lewis, Kim	<a href="mailto:Kimberlee.Lewis@ucsf.edu">Kimberlee.Lewis@ucsf.edu</a>	476-1793	Academic Employee Relations Analyst	Assists with faculty misconduct case administration. Responsible for faculty misconduct case records and metrics.
Light, Emerald	<a href="mailto:emerald.light@ucsf.edu">emerald.light@ucsf.edu</a>	476-8123	Assistant Vice Provost, Academic Affairs	Works directly with the VPAA to oversee management of academic personnel activities for the campus, provide policy interpretation to campus leaders, and serve as the UCSF academic personnel representative to UC system-wide.
Merry, Irené	<a href="mailto:irene.merry@ucsf.edu">irene.merry@ucsf.edu</a>	502-0244	CCFL Program Coordinator	Coordinates CCFL Leadership Program Activities (e.g. Coro), Faculty Development Day, CCFL Faculty Wellness Activities, Faculty Climate Survey.

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Ong, Ronald	<a href="mailto:Ronald.Ong@ucsf.edu">Ronald.Ong@ucsf.edu</a>	476-3004	Academic Recruitment Specialist	Serves as primary contact for all activities related to academic recruitment. Responsible for managing the recruitment process via the AP Recruit system and providing system training to faculty search committees and department staff.
Passalacqua, Sean	<a href="mailto:sean.passalacqua@ucsf.edu">sean.passalacqua@ucsf.edu</a>	502-0508	Academic Affairs Manager	Manager of the Academic Affairs Specialist Team: Oversees VPAA/Dean's Office level activities related to academic reviews (appointments/advancements), stewardship reviews, academic/special leaves of absence, and honorarium exceptions.
Patel, Vaishali	<a href="mailto:vaishali.patel@ucsf.edu">vaishali.patel@ucsf.edu</a>	502-4256	3FI Coordinator	Coordinates Faculty Family Friendly Initiative (3FI) committees and projects.
Polce, Jennifer	<a href="mailto:jennifer.polce@ucsf.edu">jennifer.polce@ucsf.edu</a>	502-0445	Academic Recruitment Manager	Manager of the Academic Recruitment Team: Responsible for overseeing the entire academic recruitment process; serves as a subject matter expert and consultant on academic personnel policies and programs; manages special projects as assigned.
Stillwell, Sara	<a href="mailto:Sara.Stillwell@ucsf.edu">Sara.Stillwell@ucsf.edu</a>	476-2428	Academic Employee Relations Specialist	Administers faculty misconduct investigations. Assists with APM 140 grievances
Wong, Mary	<a href="mailto:mary.wong@ucsf.edu">mary.wong@ucsf.edu</a>	502-0506	Academic Affairs Specialist	Facilitates VPAA/Dean's Office level activities related to academic reviews (appointments/advancements), stewardship reviews, academic/special leaves of absence, and honorarium exceptions. Primary contact for moving exception requests.
[VACANT]			Academic Affairs Director	Director of the VPAA analytical and recruitment unit Responsible for development, revision, analysis and implementation of UCSF's academic personnel policies.
[VACANT]			Academic Employee Relations Specialist	Administers faculty misconduct investigations. Assists with APM 140 grievances