

Emergency Contacts Sheet for Chairs and Sr. Administrators

Emergencies

Topic	Responsible Unit	Contact Information
Urgent Medical Attention	UCSD PD and paramedics	911
Aggression or Immediate Physical Threat	UCSD PD	911
Threat of Imminent Suicide	UCSD PD	911
Smoke/Fire	UCSD PD	911
Crime in Progress or Just Concluded	UCSD PD	911
Hazardous Material or Toxic Spill (ground or water)	EH&S (business hours, M-F)	858 534-3660
	UCSD PD (evenings and weekends)	911 or non-emergencies 858 524-4357
Flooding	Facilities Management	858 534-2930 (urgent) or online work request
Campus Emergency Ongoing Updates	Environment, Health & Safety	(858) 246-0695 or Triton Alert Emergency Notifications or emergency status webpage: http://ucsd.edu/about/emergency.html

Emotional Distress & Behavioral Concerns

Topic	Responsible Unit	Contact Information
Students of Concern	Counseling and Psychological Services (CAPS) Triton Concern Line (NEW) , consultation/reporting line for faculty and staff when no imminent risk)	Emergencies: 911, Crisis Counseling 24 hrs 858 534-3755 (Select Option 2) Monique Crandal, Director, Student Affairs Case Management Services, at 858 822-2614 or mcrandal@ucsd.edu
Emotional Distress or Behavioral Risk Assessment	Counseling and Psychological Services (CAPS) (for student issues) Faculty and Staff Assistance Program (FSAP) (for faculty or staff issues)	858-534-3755 (ask to speak to a counselor for consultation) 858-534-5523, or call Director Crystal Green at 858-534-2387

Minimizing University Liability

Topic	Responsible Unit	Contact Information
Contract Disputes, Union Grievances, & Complaints	Labor Relations	Terri Winbush, Director of Labor Relations at (858) 822-2013 or twinbush@ucsd.edu Kristin Beattie, Labor Relations Advocate at (858) 534-0296 or kmbeattie@ucsd.edu
Contract and Policy Interpretation Questions Regarding Academic Appointees	Academic Personnel Services	Kelly Lindlar, Dir. of Acad. Policy Development, at 858 822-4564 or klindlar@ucsd.edu
Intent to Sue University (or You)	Campus Counsel	Dan Park, Campus Counsel, at 858 822-1236 or dpark@ucsd.edu
Contact from a Federal/State Agency Investigator	Campus Counsel	Dan Park, Campus Counsel, at 858 822-1236 or dpark@ucsd.edu
Injury on the Job	Environmental Health and Safety (EH&S)	911 if emergency, or see linked page for instructions by area . EHSWC@ucsd.edu for questions.
Injury or Property Damage on Campus (not work-related)	Risk Management Use Incident Report for Students and Visitors here	911 if emergency, see linked page for instructions by area
Damage to University Property	Risk Management Use Property Claim Notification form here	Edie Mitchell, Risk Manager, at 858-534-3820, use form, OR email main triage set up at EHSRISK@UCSD.EDU
Questions regarding all Insurance – Auto, Property, Liability, Workers' Compensation, Travel	Risk Management Access RM resources here	Edie Mitchell, Risk Manager, at 858-534-3820 OR email main triage set ups at EHSRISK@UCSD.EDU EHSWC@UCSD.EDU
Data Security Breach or Computer with Sensitive Information Stolen	IT Services	Contact the IT Service Desk at (858) 246-4357 or 6-HELP.
Privacy & Healthcare Breaches	Health Sciences Compliance Program	Molly R. Berkery, Director of Compliance and Privacy at 858 249-0797 or mberkery@ucsd.edu Cheryl J Nikas, Manager, Privacy Program at (858) 657-6709 or cnikas@ucsd.edu Daniel J. Weissburg, Chief Compliance and Privacy Officer at (858) 657-7336 or dweissburg@ucsd.edu
Other HS Compliance issues (Billing, Research, etc.)	Health Sciences Compliance Program	See page for correct contact by issue

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Public Records Request	Policy and Records Administration	Visit this link for correct contact for record type or email cprarequests@ucsd.edu
Subpoenas or Summons & Complaints	Risk Management	Bryce Besser, Sr. Litigation Analyst, at (858) 246-1858 or bbesser@ucsd.edu or contact ehsrisk@ucsd.edu or (858) 246-1857

Faculty Employment Matters

Topic	Responsible Unit	Contact Information
Faculty Equity and Welfare	Center for Faculty Diversity and Inclusion	Frances Contreras, Associate Vice Chancellor for EDI (Recruitment/Retention), at (858) 246-2410 Alexander Norbash, Associate Vice Chancellor for EDI (Faculty Climate/Prof. Development), at (858) 246-1924
Academic Personnel Cases (Promotions, Merits, Reviews)	Academic Personnel Services	Cindy Palmer, Assistant Vice Chancellor for Academic Personnel, 858 534-3133 or c5palmer@ucsd.edu
Senate Grievance Process/Privilege and Tenure Committee	Academic Senate Privilege and Tenure (standing committee)	Tara Mallis, Sr. Senate Analyst for P&T at (858) 534-3641 or tmallis@ucsd.edu

Possible Research Misconduct

Topic	Responsible Unit	Contact Information
Lab Safety	Environment, Health & Safety	RAP specialists by area
Conflict of Interest (research-related)	Conflict of Interest (COI) Office	Angela Fornataro McMahon, Executive Director, Research Compliance and Integrity, 858 534-7321 or amcmahill@ucsd.edu
Mistreatment of Human Subjects or Research Animals	Human Research Protections Program IACUC Office (for animals)	858-246-HRPP (858-246-4777) IACUC Office 858 534-6069 or Director of the Animal Care Program 858 534-3188
Plagiarizing Published Material, Misrepresenting or Fabricating Data	Employee Relations (HR) (Staff, Unit 18, postdocs) Academic Employee Relations (All other academic appointees)	Danielle Schulte, Employee Relations Specialist, at (858) 534-8011 or dgschulte@ucsd.edu Amy Rosen, Director, Academic Employee Relations, at (858) 822-2041 or arosen@ucsd.edu

Possible Misconduct

Topic	Responsible Unit	Contact Information
Campus Resources Used for Personal Gain	Employee Relations (HR) (Staff, Unit 18, postdocs) Academic Employee Relations (All other academic appointees)	Danielle Schulte, Employee Relations Specialist, at (858) 534-8011 or dgschulte@ucsd.edu Amy Rosen, Director, Academic Employee Relations, at (858) 822-2041 or arosen@ucsd.edu
Conflict of Interest (not related to research)	Conflict of Interest (COI) Office	Jennifer J. Ford, Director, Conflict of Interest Office, at 858 534-3335 or jiford@ucsd.edu
Romantic or Sexual Relationship with Colleague, Student, or Staff or Discrimination	Office for the Prevention of Harassment & Discrimination	Jennifer Broomfield, Director and Title IX Officer, at (858) 534-8297 or jbroomfield@ucsd.edu
Libel, Slander or Defamation (written or spoken)	Campus Counsel	Dan Park at (858) 822-1236 or dpark@ucsd.edu
Instructing Staff to Falsify Timesheet	Employee Relations (HR) (Staff, Unit 18, postdocs) Academic Employee Relations (All other academic appointees)	Danielle Schulte, Employee Relations Specialist, at (858) 534-8011 or dgschulte@ucsd.edu Amy Rosen, Director, Academic Employee Relations, at (858) 822-2041 or arosen@ucsd.edu
Disclosure of Confidential Employee Information	Employee Relations (HR) (Staff, Unit 18, postdocs) Academic Employee Relations (All other academic appointees)	Danielle Schulte, Employee Relations Specialist, at (858) 534-8011 or dgschulte@ucsd.edu Amy Rosen, Director, Academic Employee Relations, at (858) 822-2041 or arosen@ucsd.edu
Disclosure of Confidential Student Information	Employee Relations (HR) (Staff, Unit 18, postdocs) Academic Employee Relations (All other academic appointees) <i>(with registrar in the loop as needed)</i>	Danielle Schulte, Employee Relations Specialist, at (858) 534-8011 or dgschulte@ucsd.edu Amy Rosen, Director, Academic Employee Relations, at (858) 822-2041 or arosen@ucsd.edu

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Possible Violation of Faculty Code of Conduct (including faculty “no show” to classes, being under the influence of alcohol or drugs, abusive behavior)	Employee Relations (HR) (Staff, Unit 18, postdocs) Academic Employee Relations (All other academic appointees)	Danielle Schulte at (858) 534-8011 or dgschulte@ucsd.edu Amy Rosen at (858) 822-2041 or arosen@ucsd.edu
Possible Staff Misconduct	Employee Relations (HR) (Staff, Unit 18, postdocs)	Danielle Schulte at (858) 534-8011 or dgschulte@ucsd.edu
Student Code of Conduct Violations	Office of Student Conduct	Ben White, Director of Student Conduct, at 858 534-6225 or btwhite@ucsd.edu
Athlete Misconduct, NCAA Violations	Intercollegiate Athletics	Earl Edwards, Director of Athletics 858 534-4211 or ewedwards@ucsd.edu

Disability, Equity, and Inclusion

Topic	Responsible Unit	Contact Information
Accommodations Related to Faculty Disability or Medical Condition	DisAbility Counseling and Consulting	Melissa A. Williams, MS, CRC Director, at (858) 534-6743 or melissawilliams@ucsd.edu
Accommodation of Disabled Students	Office for Students with Disabilities	Joanna Boval, Director (858) 534-4382 jboval@ucsd.edu
Disability Complaint Resolution Requests	DisAbility Counseling and Consulting	Melissa A. Williams, MS, CRC, Director, at (858) 534-6743 or melissawilliams@ucsd.edu
Equity and Inclusion Concerns	Office of the Vice Chancellor for Equity Diversity, and Inclusion	Frances Contreras, Associate Vice Chancellor for EDI (Recruitment/Retention), at (858) 246-2410 Alexander Norbash, Associate Vice Chancellor for EDI (Faculty Climate/Prof. Development), at (858) 246-1924
Faculty Diversity Resources	Center for Faculty Diversity and Inclusion	MarDestinee Gutierrez, Program Manager for Faculty Diversity and Equity (858) 246-1923 or meg005@ucsd.edu

Discrimination, Harassment, Retaliation

Topic	Responsible Unit	Contact Information
Allegations of Discrimination (including hostile environment due to race, age, religion, etc.). Complaint against faculty, staff, or students	Office for the Prevention of Harassment & Discrimination	Jennifer Broomfield, Director and Title IX Officer, at (858) 534-8297 or jbroomfield@ucsd.edu
Concerns about Sexual Harassment, Sexual Assault, Dating/Domestic Violence, and Stalking Confidential Support and Care, Counsel and Advice on Managing Impact of SVSH Incident, Complaint Resolutions and Responsible Employee Notification	CARE at the Sexual Assault Resource Center (confidential resource, advocacy arm) Office for the Prevention of Harassment & Discrimination (reporting resource, investigating arm)	Nancy Wahlig, Director of CARE at SARC at (858) 534-5793 or nwahlig@ucsd.edu OR careinfo@ucsd.edu Jennifer Broomfield, Director and Title IX Officer, at (858) 534-8297 or jbroomfield@ucsd.edu
To Report Improper University Activity	Employee Relations (HR) (Staff, Unit 18, postdocs) Academic Employee Relations (All other academic appointees)	Danielle Schulte, Employee Relations Specialist, at (858) 534-8011 or dgschulte@ucsd.edu Amy Rosen, Director, Academic Employee Relations, at (858) 822-2041 or arosen@ucsd.edu
Allegation of Retaliation as a Result of Reporting Improper University Activity	Office of the Chancellor	Judy Bruner, Chief Ethics and Compliance Officer (858) 246-1800 or jbruner@ucsd.edu

Ombuds (Conflict Resolution)

Topic	Responsible Unit	Contact Information
For Faculty, Staff, Postdocs, and Students (GC, SIO, and HS)	Office of the Ombuds (Faculty)	John Armijo, Director and Ombudsperson, at (858) 534-0777