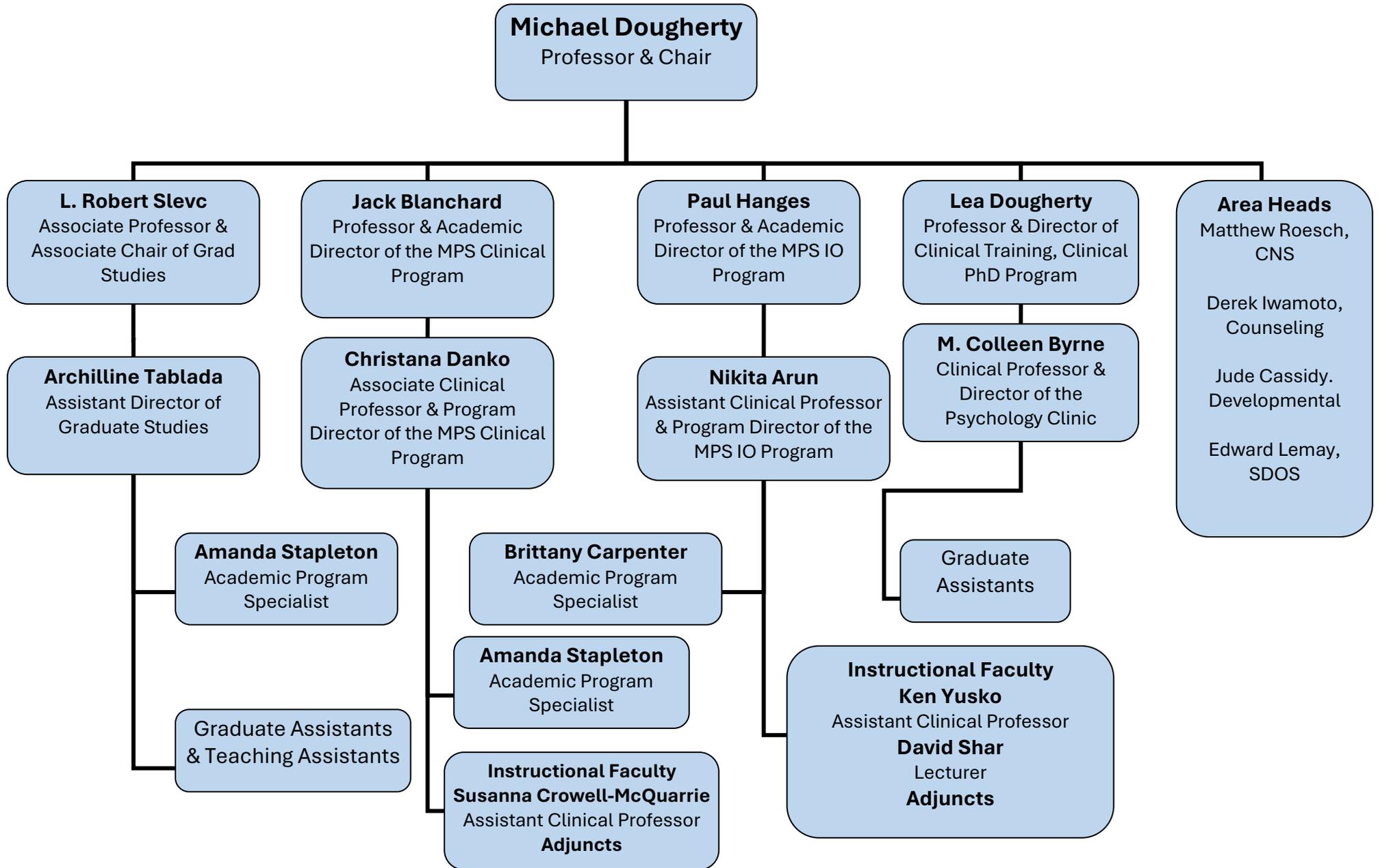


Department Responsibilities

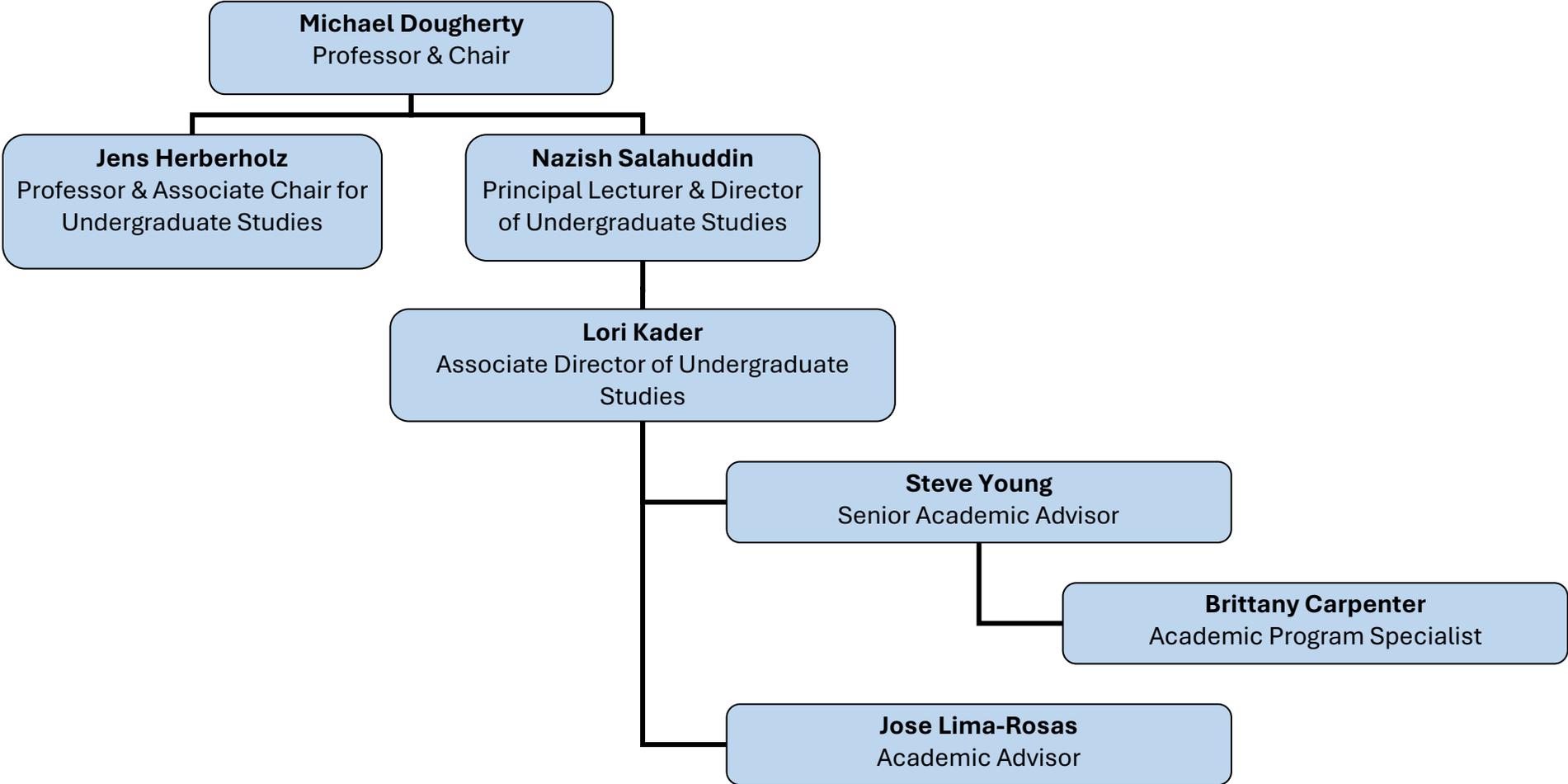
Revised June 2, 2024

Responsibilities	Primary Contact	Back up Contact
Advising Issues (Graduate-PhD)	Graduate Office	n/a
Advising Issues (Undergraduate)	Undergraduate Advising Office	BSOS Advising
Animal Issues	Matthew Roesch	Institutional Animal Care and Use Committee (IACUC)
Benefits Issues	PSYCPayroll@umd.edu (Steven Wicker)	PSYCPayroll@umd.edu (Robeya Johnson)
Book Orders	University Book Center (301-314-7839)	n/a
Chair Calendar/Other Chair Issues	Hannah Winfield	Joanne Leffson-Bryant
Class Scheduling (Graduate)	Archilline Tablada	L. Robert Slevc
Class Scheduling (Undergraduate)	Jens Herberholz	Brittany Carpenter/Jose Lima Rosas
Commencement	Lori Kader/Archilline Tablada	Nazish Salahuddin
Copier Repair	Tony Chan	n/a
Course Room Assignments	See class scheduling	n/a
Evaluation, Promotion and Tenure	Hannah Winfield	Joanne Leffson-Bryant
Facilities	Enamul Haque	Joanne Leffson-Bryant
Foundation	Chitra Lekhrum	Joanne Leffson-Bryant
General Questions	Front Desk 5-5862	Koda Smith
Grade Changes (Graduate-PhD)	Archilline Tablada	Archilline Tablada
Grade Changes (Undergraduate)	Lori Kader	BSOS Dean's Office (Giselle Denbow)
Graduate Admission (PhD) Inquiries	PSYCPHD@umd.edu (Amanda Stapleton)	Archilline Tablada
Graduate Program: MPS Clinical Psychological Studies	PSYCMasters@umd.edu (Amanda Stapleton)	Christina Danko
Graduate Program: MPS Industrial Organization	iomps@umd.edu (Brittany Carpenter)	Nikita Arun
Graduate Program Policies and Procedures	Archilline Tablada	L. Robert Slevc
Graduate TA Assignments	Archilline Tablada	L. Robert Slevc
IRB Issues	Tracy Riggins	Institutional Review Board (IRB)
IT Orders and Issues	psyc-it@umd.edu	psyc-it@umd.edu
Keys & Building Access	PSYCBuildingAccess@umd.edu (Koda Smith)	Enamul Haque
Mail	Koda Smith	Hannah Winfield
Maintenance on Computers	Tony Chan	n/a
Parking	PSYCParking@umd.edu (Koda Smith)	Hannah Winfield
Participant Payments	PSYCSubjectPayments@umd.edu (Chitra Lekhrum)	PSYCSubjectPayments@umd.edu (Joanne Leffson-Bryant)
Payroll	PSYCPayroll@umd.edu (Steven Wicker)	PSYCPayroll@umd.edu (Robeya Johnson)
Personnel Contracts	PSYCPayroll@umd.edu (Steven Wicker)	PSYCPayroll@umd.edu (Robeya Johnson)
Post-Award Management	William Liden	Joanne Leffson-Bryant
Post-Award Sub-award, Consultant and Procurement Agreements	Xavier Sciarillo	William Liden
Pre-Award Management	Meredith Tabor	Joanne Leffson-Bryant
Procurement	PSYCPurchases@umd.edu (Merle Henry)	PSYCPurchases@umd.edu (Enamul Haque)
Registration Block (Graduate)	Amanda Stapleton	Archilline Tablada
Registration Block (Undergraduate)	Lori Kader	Jose Lima Rosas, Steve Young or BSOS Advising
Reimbursements	Chitra Lekhrum	Merle Henry
Scholarships	PSYCPayroll@umd.edu (Steven Wicker)	PSYCPayroll@umd.edu (Robeya Johnson)
Searches	Robeya Johnson	Joanne Leffson-Bryant
SONA	Brittany Carpenter	Steve Young
Supplies (Office)	Koda Smith	Hannah Winfield
Telephone Orders/Issues	Tony Chan	Enamul Haque
Travel Questions	Robeya Johnson or William Liden	Joanne Leffson-Bryant
Tuition Remission	PSYCPayroll@umd.edu (Steven Wicker)	PSYCPayroll@umd.edu (Robeya Johnson)

Graduate Programs



Undergraduate Programs



Business and Faculty Services, Facilities and IT Support

