

## DIVISION OF SOCIAL SCIENCES

### Obtaining Staff Assistance: Whom You Should Contact

(updated August 23, 2018)

#### *DEAN'S OFFICE, DIVISION OF SOCIAL SCIENCES*

*Pamela Dewey, Executive Assistant to the Dean (pamdewey@ucsc.edu / 9-2919)*

Under the direction of the Dean of Social Sciences, Pamela Dewey provides direct administrative, data driven, analytical support to the Dean in a wide variety of areas including special projects, academic programs administration, budgets (detailed expenditures and revenues and advice), correspondence, communications, operations, and fundraising. She also maintains the Dean's appointment calendar. She coordinates activities on the Dean's behalf, acts as a liaison to senior management across campus, oversees administrative support to the Dean and general Dean's office communication, independently identifies issues or problems within specific management and academic areas and within teaching and research areas, and formulates policy recommendations and strategies, prioritizes tasks, and works independently with a high degree of confidentiality.

#### *ACADEMIC HR/PAYROLL OFFICE*

The Academic Personnel unit in the Division of Social Sciences serves eight academic departments, five colleges, and all of the Division's research units and principal investigators concerning all matters relating to academic personnel. The unit's responsibilities fall under six major areas:

1. Employment (e.g., recruitments, appointments, separations, visas, employment verification, etc.)
2. Advancement (e.g., merit and promotion reviews, retention cases, Unit 18 Excellence Reviews, etc.)
3. Benefits and Privileges (e.g., sabbatical and fellowship leaves, family, medical, and disability leaves, etc.)
4. Payroll and Salary Administration
5. Employee and Labor Relations
6. Data and Records Management (e.g., maintenance of academic staff files and multiple data systems such as DivData, PPS/payroll, Cruzpay, etc.)

*Emily Johnson, Assistant Dean, Planning and Personnel (ejohnso3@ucsc.edu / 9-2912)*

Emily Johnson manages the Academic Personnel Office and is the direct supervisor of the AHR team. In her role as Assistant Dean for Planning and Personnel, she interprets and implements Division, campus, and system-wide policies pertaining to areas of academic personnel, payroll, employee and labor relations, and health and safety. It is also her responsibility to ensure that the unit meets the needs of its constituents. To this end, Emily initiates and oversees internal streamlining and process redesign efforts with input from divisional staff and faculty. She serves as the main contact for faculty and staff for all inquiries and actions concerning Senate, Emeriti, Adjunct, and Visiting Faculty.

Emily independently coordinates all senate academic personnel actions by closely working with the candidates, departments, and the campus Academic Personnel Office to answer questions or resolve issues involving individual cases, reviewing each file to ensure policy compliance, and providing the Dean an analysis of the major issues in each case.

*Betsy Tyler, Academic Human Resources Manager (ebartlet@ucsc.edu / 9-5155)*

In addition to her payroll duties, Betsy Tyler serves as the main contact for faculty and staff for all matters concerning non-senate/non-student academic employees (e.g., Lecturers, Specialists, Researchers, Post Docs, Academic Coordinators, etc.). In her role as the Academic Human Resources Manager, she provides staff and faculty advice on campus and system-wide policies, and she reviews each appointment/reappointment file to ensure policy compliance. Betsy also supervises the Academic Resources Specialists.

For non-senate and non-student academic appointments and reappointments, Betsy meets with each employee to complete the necessary employment documents and the federally mandated employee verification process.

Also, working with the various divisional units, colleges, and the campus Academic Personnel Office, she oversees the temporary lecturer pools. She independently coordinates all non-senate academic personnel actions by working with the candidates, departments, and the Divisional Committee on Academic Personnel (DivCap) to answer questions or resolve issues with individual cases, reviewing each file to ensure policy compliance, and making sure that all non-senate personnel reviews are completed in a timely fashion and by the deadlines indicated by the campus.

*Hannah Hamilton, Academic and Staff Human Resources Specialist* ([hlydepp@ucsc.edu](mailto:hlydepp@ucsc.edu) / 9-3994)

*Max Valera, Academic Human Resources Specialist* ([mavalera@ucsc.edu](mailto:mavalera@ucsc.edu) / 2-2328)

Hannah and Max serve as the main contact for faculty and both divisional and campus staff for all matters concerning academic student employees (i.e., Teaching Assistants, Graduate Student Researchers, Graduate Student Instructors, Readers, and Tutors). In terms of non-senate employees on Cruzpay, specifically for all academic student appointments and reappointments, she meets with each employee to complete the necessary employment documents and the federally mandated employee verification process.

Hannah and Max also manage both the biweekly and monthly payroll cycles for all academic employees submitting timesheets via the Cruzpay system (i.e., Readers, Tutors, Post Docs, Academic Coordinators, and various research titles). In addition to Cruzpay payroll functions, they work one-on-one with individuals experiencing difficulties with the Cruzpay system. For international scholars who hold appointments without salary, they review all visa applications and work with the Department Managers, faculty sponsors, and the ISSS office staff to ensure that applications are complete and submitted by the required deadlines.

Hannah also **provides** support to the Division's staff human resources processes. She provides oversight and ensures compliance of Staff HR transactions, including hiring, compensation issues, management of the award programs, ensuring completion of the annual performance evaluations, etc. She provides reports and analysis for the Dean and the Assistant Dean regarding salary negotiations for hires and/or unit reorganizations. Hannah maintains expert knowledge, analysis, and implementation of, and ensures divisional compliance with, established campus and UC human resources policies and procedures **and collective bargaining agreements with the unions. He serves as a local resource for Staff HR related topics.**

## *ACADEMIC PLANNING AND RESEARCH*

*Dr. Kyle Eischen, Assistant Dean for Academic Planning and Research* ([eischen@ucsc.edu](mailto:eischen@ucsc.edu) / 9- 4999)

Dr. Kyle Eischen oversees all aspects of academic planning and implementation within the division, and serves as both the inward contact for departments as well the external link to academic planning on a campus-wide level working with the Vice Provost of Academic Affairs and the Deans of the undergraduate and graduate divisions. His work includes long-term, strategic planning issues including new graduate and undergraduate program development, graduate growth and support, new courses and course revisions, program statements, external reviews, and classroom utilization. This also includes annual activities linked to temporary academic staffing (TAS) and curriculum leave planning (CLP), specifically overseeing temporary academic budgets (both requests and modifications), teaching assistant planning (including allocation and training), and coordinating the TAS allocation process. In addition, he monitors and provides academic data and analysis linked to overall campus and departmental growth and workload. Further, he coordinates with academic human resources on issues linked to curriculum and planning, including research fellowship and GSR questions, and lecturers. He oversees the curriculum and leave planning for faculty in the Division. Finally, he helps coordinate event planning in the Division.

On the research side, Kyle supervises government grants coordination involving more than 100 federal proposals totaling more than \$20 million dollars on average. As part of this process, he is the divisional liaison with the Office of Sponsored Projects and the Vice Chancellor of Research for matters linked to grant proposals, funding, and submission. In addition, he provides support for new research centers and initiatives (e.g., MOUs, funding strategies, operational needs, event planning), potential funding sources and opportunities (e.g., cross-divisional proposals, private foundations), and the general promotion and support of education and research.

*Jill Esterás, Academic Planning and Curriculum Analyst* ([jesteras@ucsc.edu](mailto:jesteras@ucsc.edu) / 9-3995)

Jill Esterás supports the Division's academic and financial planning processes by providing in-depth, complex analyses and oversight of existing and proposed academic plans. In terms of academic planning and support, Jill provides analysis relating to new undergraduate and graduate initiatives, courses, and programs. She serves as the divisional contact for new initiatives and the first reviewer/editor of draft proposals, as well as provides analysis relating to establishing (and disestablishing) new undergraduate and graduate curriculum programs. A central activity is the analysis of programmatic resource allocations based on workloads, programmatic integrity, divisional priorities, and available funding. She also assists in preparing comprehensive, academic-related studies and analyses for internal use and in response to inquiries for institutional data from central offices, Office of the President, other campuses, institutions, government compliance agencies, etc.

A large proportion of Jill's work involves direct instructional program analysis and support. This involves being the central contact for divisional staff on campus systems and software, chiefly the Curriculum and Leave Planning and Online Course Approval databases. Jill oversees and works directly with departments on both their curriculum and leave (CLP) plans. Further, she coordinates the Temporary Academic Staffing (TAS) allocation/reconciliation budget process in conjunction with the Division's financial officer. On an annual basis, Jill coordinates, reviews, and submits all catalog copy including course material, faculty lists, and program and research center statements. She also independently oversees submission of the course scheduling for Social Sciences departments and programs, including large lecture scheduling. She is the divisional liaison to the Office of the Registrar.

*Ashlee Tews, Director of Research Development* ([ashleec@ucsc.edu](mailto:ashleec@ucsc.edu) / 9-1644)

Ashlee Tews provides research, editing, and facilitation of federal grant submissions by Social Sciences faculty and graduate students at the state, national, and international levels. On average, she handles 100 federal proposals totaling approximately over \$20 million dollars, along with continual oversight of past submissions. She directly works with faculty in each phase of the grant proposal process, including finding opportunities, facilitating editing, budget creation, coordination with campus units (including the Office of Sponsored Projects (OSP)), and collecting collateral materials. Central activities include the determination of program guidelines, policies and eligibility requirements, and coordinating with program officers. Ashlee provides division-wide grant training to faculty and graduates students on how to apply for grants. She works through the internal processes of the campus, as well as provides individual training to specific departments and subgroups in the Division as needed. She also identifies and disseminates weekly research funding opportunities to Division faculty and research centers. (Note that she does not write grant proposals.)

Ashlee assists in the management of the research funding process, chiefly preparing, analyzing, and estimating budgets with faculty, as well as consulting and coordinating with Division and campus staff regarding final budgets. She coordinates with OSP and expert use of OSP tools including Filemaker Pro, PPS, and Infoview. A central activity linked to but distinct from this interaction with OSP is serving as the go-to person for oversight, trouble-shooting, and coordination responsibilities for research funding pre- and post-proposal.

*Joni White, Events Coordinator* ([joni@ucsc.edu](mailto:joni@ucsc.edu) / 2-7758)

Joni White provides event management services for the Division of Social Sciences including the Dean's Office, all eight academic departments, and divisional research centers. She serves as an advisor, coordinator and liaison with campus resources and in certain limited cases direct manager of both research and development related-events.

Joni is a central and on-going resource for both one-off questions (e.g. who has good catering? Who handles a certain room? Who does event filming on campus?) and overall event planning (e.g. full event check lists and guidance). Currently, Joni's hands-on event management focuses exclusively on events that are division-wide or division supported, particularly development related. She works with the Executive Assistant to the Dean and the University Relations Special Events Office to provide event support for donor and other high profile events. Outside her scope of work are events currently staffed directly or standard department activities (e.g. colloquia, annual student or alumni events, etc.), though she is available to consult or advise in these cases.

*Audries Blakes, Divisional Facilities Manager* ([arblake@ucsc.edu](mailto:arblake@ucsc.edu) / 9-3695)

Audries Blake is the Manager of Divisional Facilities, splitting her time between the division and her role as Assistant Director for the Center for Agroecology and Sustainable Food Systems (CASFS). Building on her deep experience with a variety of facilities and operational challenges at the farm, she provides a bridge between the

division and the campus. Working in partnership with Tiffany Winslow and Assistant Dean Kyle Eischen, Audries oversees the diverse facilities needs across the division, and ensures the division is represented at the campus level.

*Tiffany Winslow, Facilities Coordinator* (twinslow@ucsc.edu / 9-3218)

Tiffany Winslow is the facilities coordinator and physical security administrator for the Social Sciences Division's various departments and units. She supports the Assistant Dean for Planning and Resource Management with special project analysis, new building programming, and divisional space inventory. She facilitates the Division's needs in relation to building issues, modifications, and services obtained from Physical Plant. Tiffany also manages the Division's telephone and data services and maintains the Division's inventory equipment per UCOP policy. She is the Division's ergonomic coordinator and evaluator for faculty and staff ergonomic issues through workstation assessment and setups. She coordinates divisional furnishings: new and used, design services, purchasing, and relocations. Tiffany also authorizes and manages Division office and building security and coordinates moves (e.g., laboratory, faculty office, department, etc.) for the Division. She is the direct contact with the Fire Marshal, Physical Plant, Physical Planning and Construction, Environmental Health and Safety, and Police.

*Michael Edmonds, Division IT Liaison* (medmonds@ucsc.edu / 9-3165)

Under shared leadership of ITS and the Assistant Dean for Academic Planning, Michael Edmonds leads IT staff members in pursuing the mission of the Social Sciences Computing Group. The Group optimizes the use of available resources within ITS and Social Sciences in achieving the following three objectives:

1. Work with faculty members and students in the Division to use information technology to enhance discipline-specific instruction and research objectives.
2. Develop and provide a stable, robust infrastructure that will support the current and expected instruction and research needs of the faculty and students of the Division and its departments, research centers, and programs.
3. Develop and provide a stable, robust infrastructure that will support the current and expected administrative needs of the staff of the Division and its departments, research centers, and programs.

## *BUSINESS OFFICE/FINANCIALS*

*Diane Castle, Assistant Dean, Planning and Finance* (decastle@ucsc.edu / 9-4134)

Diane Castle oversees the Division's financial operations and is responsible for all aspects of financial administration within the Division, representing the division to central campus offices. She also oversees research administration operations, directly supervising the Research Administration Manager and the Financial Analyst.

Diane assists with short and long-range planning for the Division, preparing multi-year budget projections, and analysis, and strategies for addressing budget augmentations or reductions. She consults with the Dean and Assistant Deans regarding financial implications of possible actions under consideration, participating in strategic planning and budget activities within the Division. Diane monitors and analyzes Division and department budget trends, advises the Dean and Assistant Deans of potential problems or opportunities, recommends solutions, and provides budget management support and advice to academic departments. She oversees the biannual reconciliation of the Academic and Staff Staffing Lists for the Office of Planning & Budget, and is responsible for the submission of the Annual Curriculum and Leave Accounting, Annual Faculty Recruitment and Retention, and Carryforward reports required by central campus and UC Office of the President

Diane also participates in the division's academic planning process for Temporary Academic Staffing allocations. She approves divisional and departmental transactions that exceed department approval levels and approves journal transfers that are not under research administration's authority. She is responsible for ensuring that fiscal year-end close is completed within campus deadlines.

*Suzanne Ziegler, Financial Analyst* (sziegler@ucsc.edu / 2-7434)

Under the supervision of the Director of Finance, the Suzanne Ziegler provides financial and administrative support for the division and departments, serving as the primary internal contact. Suzanne serves as a resource for new department staff regarding travel, entertainment, and reimbursement policies and procedures, providing training as needed, and administers system access requests for campus enterprise business systems. She reviews reimbursement requests, entertainment, and travel forms submitted for the Director of Finance approval, ensuring compliance with university policies

Suzanne manages the department TAS and annual operating budget allocations, and prepares journals in the campus financial systems for these as well as departmental requests for transfers of expense and transfer of funds. She maintains financial information and analysis for each department Temporary Academic Staffing budget, including expenditures, ensuring that Division allocations of funds and department TAS budget tracking is accurate. She is responsible for calculation of funds returned to the division at fiscal close, initiates journal entries for fiscal close and staffing lists reconciliation. She is also responsible for division research funding allocations as approved by the dean, including the reconciliation of divisional research FOAPALs.

As Purchasing Card (ProCard) Coordinator for the division, Suzanne provides administrative support to ProCard holders, acts as liaison with central campus business units, and ensures the division's compliance with UC policies. She also provides operational perspective in design, development, and implementation of divisional administrative and financial procedures.

*Mark Silva, Manager, Research Administration (mssilva@ucsc.edu / 9-2124)*

Mark Silva is responsible for the management of the Social Sciences Research Administration unit. He supervises for four Research Analysts, providing guidance and training to ensure uniform support is provided to all division PI's.

Mark also oversees electronic and paper file structures and ensures retention requirements are met for all budget documents. He ensures that all university and agency compliance policies are followed, and also serves as divisional liaison and resource for all research administration and policy interpretation issues for campus units, other UC campuses, and funding agencies.

Mark administers funding for PI's in the Politics Department, the Education Department, the Institute for Scientist & Engineer Educators (ISEE), the California Writing Project (CCWP), Social Sciences PI's with the Rethinking Capitalism Initiative, Unit 18 grants, and research funding for the Dean of Social Sciences.

*Gilson Chagas, Research Analyst (gchagas@ucsc.edu / 2-7520)*

Gilson administers funding for PI's in the Psychology Department, the Latin American and Latino Studies Department (LALS), Chicano Latino Research Center (CLRC), the Everett Program, and the Blum Center.

*Lynn Crowder, Research Analyst (lcrowder@ucsc.edu / 9-5120)*

Lynn administers funding for PI's in the Environmental Studies Department, the Norris Center, Committee on Research grants (COR), Program in Community and Agroecology (PICA), Division appointments, and Community Studies

*Kim Durham, Research Analyst (kimd@ucsc.edu / 9-1278)*

Kim administers funding for PI's in the Sociology Department, Center for Agroecology & Sustainable Food Systems (CASFS), Science & Justice Research Center (SJRC)

*Ruoqing (Sherry) Xie, Research Analyst (rxie4@ucsc.edu / 9-3215)*

Sherry administers funding for PI's in the Anthropology Department, the Economics Department, the Archaeological Research Center (ARC), the Center for Analytical Finance (CAFIN), and the Santa Cruz Center for International Economics (SCCIE).

The Research Administration team responsibilities include:

- Providing budget analysis and guidance to faculty by applying university, state, federal, non-profit, and private sector rules, policies, and procedures;
- Reviewing and recommending approval of funding proposals;
- Guiding faculty on navigating campus and university systems;
- Reviewing and approving faculty research reimbursements and expenditures, ensuring they are reasonable, allowable, and allocable under agency, campus, and UC cost principles;
- Preparing financial reports and Info View-generated reports for faculty and scheduling meetings to discuss the contents monthly, bi-monthly or quarterly, depending on activity, PI needs, and award end date. This includes assisting PI's with budgeting, re-budgeting, and revising spending projections, as required;
- Providing newly hired faculty with information to ensure they follow university policies and procedures related to relocation; assist them with all relocation reimbursements.
- Serving as divisional fiscal liaison with and coordination of relevant research-related issues for all other campus units;
- Assessing and troubleshooting issues as they arise, finding alternative solutions to unique situations, including consultation with Division Director of Finance.

### *DEVELOPMENT OFFICE*

As with other divisional development offices at UC Santa Cruz, development officers are part of the University Relations Philanthropy unit. There are currently three staff positions: Director of Development, Associate Director of Development, and Development Assistant. The Director of Development oversees the Division's Development Office staff and reports to the Director of Major Gifts in University Relations with a "dotted line" to the Dean.

The Development Office is primarily tasked with raising private support from individuals, private foundations, and corporations. The development staff formulates and implements comprehensive strategies to identify and cultivate high capacity individuals, builds engagement of these individuals with the Social Sciences Division, creates gift opportunities based on divisional priorities, formulates and coordinates fundraising strategies and solicitations, and determines appropriate recognition and stewardship plans for significant donors. The Development Office processes gifts of all sizes that come to the Division, coordinates stewardship of scholarships and awards for multiple departments, and provides departments and programs with special event, alumni outreach, thank you letter, and major donor support.

*Nichole Silva, Associate Director of Development* ([nsilva@ucsc.edu](mailto:nsilva@ucsc.edu) / 831-459-3689)

Nichole's chief responsibility is building the university's relationship with current and prospective major gift donors in the Social Sciences. With support from University Relations, Nichole designs and implements comprehensive strategies to identify, cultivate, and steward high- and medium-capacity individuals, build engagement of these individuals, and create gift opportunities based on divisional and campus priorities. She formulates and coordinates fundraising strategies, determines appropriate stewardship plans for significant donors, and involves the trustees, other high-level volunteers, and academic leaders in connecting these donors to the division and campus to deepen their interest and involvement.

Nichole manages a portfolio of 150 people, most of whom are prospective major gift donors. Her time is spent primarily in the field, meeting with prospective donors to determine their inclination and ability to the give to the university and maintaining those relationships as appropriate. She also supports the Director of Development in managing existing relationships, responding to opportunities, and handling gifts.

*Melody Korkos, Development Assistant* ([mkorkos@ucsc.edu](mailto:mkorkos@ucsc.edu) / 831-459-3857)

Melody Korkos assists with a broad range of administrative, fundraising, outreach, event, and programmatic activities. She coordinates the preparation of correspondence and reports related to proposals, grants, gifts, pledges, donor recognition, stewardship, and other activities, including impact reports for student awards and content for the divisional newsletter. She supports donor cultivation, donor recognition, and special events by planning, organizing, making arrangements, and providing administrative or other on-site assistance. She receives and processes gifts and works with divisional research accountants and University Relations gift administration in designating gifts appropriately. She composes donor acknowledgment letters for the Dean's (or others') signature. Melody assists in the development and coordination of mailing lists for newsletters, invitations, and events across the Division. She works directly with Department Managers and Chairs to provide a variety of reports, financial and gift information, and assistance in annual-level appeals and outreach

activities. She handles all aspects of office management, including independent monitoring of the office budget, and oversees student workers in the office.