

WHO CAN HELP

		PHONE	LOCATION
Department Chair	Dr. Derek Hamilton dahamilt@unm.edu	277-4121	Logan 178
Associate Chair, Graduate Program	Dr. Sarah Erickson erickson@unm.edu	277-0635	Logan 168
Associate Chair, Undergraduate Program	Dr. Allen Butt allenbutt@unm.edu	277-4121	Logan 104
Director of Clinical Training (DCT)	Dr. Elizabeth Yeater eyearer@unm.edu	277-7687	Logan 130
AOP Program & Online Instruction	Dr. Allen Butt allenbutt@unm.edu	277-7818	Logan 104
CBB Area Head	Dr. Eric Ruthruff ruthruff@unm.edu	277-7751	Logan 150
Diversity Area Head	Dr. Steve Verney sverney@unm.edu	277-4121	Logan 164
Evolutionary/Developmental Area Head	Dr. Geoffrey Miller gfmiller@unm.edu	277-4121	Logan 160
Quantitative/Methodology Area Head	Dr. Steve Verney sverney@unm.edu	277-4121	Logan 164
PCNC Director	Dr. Vince Clark vclark@unm.edu	277-2223	Logan 280
Health Psychology Area Head	Dr. Steve Verney sverney@unm.edu	277-4121	Logan 164
<u>GASP</u> Officers 2024-2025	Work with faculty and staff in the department to discuss student issues and organize social events. <ul style="list-style-type: none"> • Research Day • Faculty Meeting Representative • Diversity Organization 	OFFICERS: President- Mike Benson VP- Eunice Kim Treasurer- Ayesha Bhatia Secretary- TBD Librarian- Open Position 1st /2nd year Rep- Open Position Clinical Rep- Open Position GPSA/Union Rep- Carlie Sivils CBB Rep- Open Position	
PSYCHOLOGY DEPARTMENT STAFF			
Department Administrator Trish Aragon-Mascarenas Logan 180, 277-2230 trishara@unm.edu	Oversees daily functions of department. Staff Supervisor. Finance and payroll approvals. UNM Jobs Hire Manager, Human Resources: Faculty, Staff, and Student- hiring, terminations and extensions. Liaison/policies/procedures for the department, A&S, Faculty Contracts and HR. Building Coordinator for Space Allocation. International Scholar Coordinator (J-1), Volunteer processing, and Letters of Academic Title (LAT). Building Coordinator-Space Allocation reporting – FAMIS, bldg. remodels. Dept Chair Signature Authority, Department Annual Reports		

<p>Main Office – Academic Coordinator Gloria Ortiz Logan 182A, 277-4121 gortiz5@unm.edu and psych@unm.edu</p>	<p>Main office operations and reception; Keys/Prox Card authorizations, subject parking, Building Coordinator for Facilities Management (work orders-custodial, building safety repairs, and remodel projects). General office supplies, Dept calendar and Email. Department Rosters and display boards. Department Inventory reporting: equipment check-out forms. Manage and oversee AV/Copy Room. Volunteer Processing. DA back-up</p>	
<p>Scheduling Coordinator Sarah Joe Logan 182 B, 277-3426 sjjoel@unm.edu</p>	<p>Dept schedule of classes, enrollment management and room scheduling. Course Evaluations (EVAL Kit/IDEA/ICES), Teaching Evaluations (peer teaching). Collection of course syllabi, textbook orders/desk copies, Faculty CV collection, faculty publications records, Department Newsletter and Department Annual Reports. Special Events coordination: (PAL, colloquium, Haught, Quad-L, convocation, Honors Symposium research day...). Department listserv(s). Front Desk and DA back-up</p>	
<p>AV/Copy Room (Student Employees) Logan 163, 277-2325 psych@unm.edu</p>	<p>Copy/Print Jobs, scanning, and AV equipment issuance. Psychology email and cove front desk. Special projects by request through front desk</p>	
<p>Contract & Grant Support (Pre-Award) College of Arts & Sciences</p>	<p>A&S FRSO: Assist with grant planning and grant submissions https://artsci.unm.edu/research/index.html https://unm.selfservice.vivantio.com/Account/LogIn</p>	
<p>Department Fiscal Staff: psychfiscal@unm.edu</p> <p>Accountant II – Nicole Torres Logan 181A/B, 277-4406</p> <p>Fiscal Tech – Lori Chavez-Morris Logan 181F, 277-7492</p> <p>Sr. Fiscal Technician – Rae Ramirez On-call working retiree</p>	<p>Fiscal services for psychology: Restricted and Unrestricted budget management: Purchasing, travel, reimbursements, and service contracts; Budget development, reconciliations, index management; start-up accounts, operating accounts, Post-Award Grant management, scholarship award processing, endowments/foundation management, AOP budget management, and overhead accounts. Phone bill, volunteer insurance processing, Payroll time entry and approvals, Labor distributions, and assist with inventory control.</p>	
<p>IT Desktop support: College of Arts & Sciences (CAS)</p> <ul style="list-style-type: none"> IT Ticket: https://ait.unm.edu/ Service Catalog: http://ait.unm.edu/docs/ServiceCatalog-v3.pdf 	<p>UNM Central IT: 277-5757 http://it.unm.edu/ (NetIDs, Telecommunications, general UNM services)</p>	<p>Computing Service & Support (CARC/PCNC) Systems/Network Manager</p> <p>Hussein Al Azzawi PCNC Server/ CARC 505 886-1810 azzawi@unm.edu</p>

ADVISEMENT/STUDENT SUPPORT (Logan 181 A-F)	
<p>Coord, Student & Graduate Svcs - Graduate Program Debra Nieto Logan 181C, 277-5009 rikk@unm.edu advising@unm.edu</p>	<p>Coordinates Graduate program student files and forms, OGS and department policies and procedures, GA/TA/RA contracts, graduate admissions. graduate program data reports & surveys, psychgrad-L listserv. Graduate program webpage updates, OGS Liaison, and department Catalog Curriculum</p>
<p>Sr. Academic Advisor(s) – Undergraduate Program psychadvise@unm.edu Maddison Castellano-Donovan Georgia Moos Dylan Velez</p>	<p>Academic undergraduate advisement-psychology: declaration of major, new student orientations, academic holds, registration holds, graduation verification, course planning, manage psychadvise-L listserv, data and statistical reports for undergraduate programs (major lists, graduation lists, enrollment data).</p>

<i>Logan Hall ARF: 277-4632</i>			
Manager, Facility Operations	Sean Bilberry seanb@unm.edu	ARF compliance and regulations, ARF training, Chemical storage & safety, ARF & 2 nd floor Building and safety coordinator, ARF space allocation. Prox card activation/deactivations	
Sr. Lab Animal Tech	TBA	ARF compliance and regulations, Chemical storage & safety, ARF & 2 nd floor Building and safety coordinator	
Director/Veterinarian	Tara Ooms Konecny tkonecny@salud.unm.edu	ARF compliance and regulations	
<i>Psychology Clinical Neuroscience Center (PCNC)</i>			
PCNC Director	Vince Clark vpclark1764@gmail.com	277-2223	Logan 278
PCNC Program Research Tech/Manager	Mason Briggs msbriggs@unm.edu		PCNC
Systems Network Manager	Hussein Al Azzawi azzawi@unm.edu	IT support for PCNC and CARC: software, servers, data and desktop support	
<i>Psychology Clinic & AGORA: 1820 Sigma Chi NE</i>			
Psychology Clinic	1820 Sigma Chi NE MSC 02 1675 1 University of New Mexico Albuquerque, NM 87131-0001	505.277.5164 Main Clinic number 505.277.5165 Message number for the Specialty Clinics 505.277.7519 FAX	
Psychology Clinic Director	TBD	277-5164	
Psychology Clinic Coordinator	TBD	277-5164	
AGORA Crisis Center	1820 Sigma Chi NE MSC 02 1675 1 University of New Mexico Albuquerque, NM 87131-0001	ABQ area: 505-277-3013 Toll-free: 855-505-4505 National Lifeline: 800-273-TALK	
Director	Dasie Kent Dkent7@unm.edu	277-0749 277-5321	
Program Specialist	TBD	277-5321	

Miscellaneous Campus Contacts			
College of Arts & Sciences (CAS) https://artsci.unm.edu/index.html	Dean of Arts & Sciences Dr. Jennifer Malat	277-3046	Ortega Hall 201
Office of Graduate Studies (OGS): http://grad.unm.edu/home/	Dean of Graduate Studies Dr. Maria Lane	277-0950	Humanities Bldg., 1 st floor
University President http://president.unm.edu/	Dr. Garnett S. Stokes presidentstokes@unm.edu	277-2626	Scholes Hall, suite 144
Vice President for Research http://research.unm.edu/	Dr. Ellen R Fisher vpr@unm.edu	277-6128	Scholes Hall, room 327
Office of the Institutional Review Board (OIRB) http://irb.unm.edu/	Director: Linda Mayo, CIP petreel@unm.edu	277-2644	
Office for Academic Personnel (AKA Faculty Contracts) https://oap.unm.edu/ faculty@unm.edu https://provost.unm.edu/people/contact.html	Academic Affairs Administration https://provost.unm.edu/people/academic-affairs-administration.html Dr. James Holloway, Provost Academic Affairs Barbara Rodriguez, Senior Vice Provost Academic Affairs	Main Line: Provost: 277-4528 OAP: 277-2611	Scholes Hall
UNM Human Resources (HR) https://hr.unm.edu/	Payroll/compensation, Employee Benefits, Direct deposits, Retirement, EOD, Employee Wellness	277-6747 (myhr)	UNM Business Center: 1700 Lomas Blvd NE
Student Employment http://stuemp.unm.edu/	stuemp@unm.edu	277-3511	Mesa Vista Hall North – 1 st floor
LoboWeb for employees: https://my.unm.edu	View/update personal information, benefits and deductions, pay information, tax forms and more.		