

# Whom to Contact

Office of the Provost

<http://www.wellesley.edu/provost>

## Phone Directory for Faculty-Related Inquiries

Activity Sheets	Jen Ellis	3228
Benefits	Human Resources	2215
Contract letter status	Courtney Mansfield Chu	3586
CFA related questions	Jen Ellis Megan Nunez	3228 3583
ER & D	Kathryn Rosenberg Hannah Carpenter	3573 or <a href="mailto:ProvostFinance@wellesley.edu">ProvostFinance@wellesley.edu</a> 3112
Faculty awards	Kathryn Rosenberg Hannah Carpenter	3573 or <a href="mailto:ProvostFinance@wellesley.edu">ProvostFinance@wellesley.edu</a> 3112
Faculty conference travel	Hannah Carpenter	3112 or <a href="mailto:ProvostFinance@wellesley.edu">ProvostFinance@wellesley.edu</a>
Faculty research (sponsored internally)	Kathryn Rosenberg Hannah Carpenter	3573 or <a href="mailto:ProvostFinance@wellesley.edu">ProvostFinance@wellesley.edu</a> 3112
Faculty research (sponsored externally)	Pre award: Liz Demski Post award: Gretchen Kemp Eckert	2079 2405
Green forms	Courtney Mansfield Chu	3586
Hiring Students	Gina Mariano	<a href="mailto:studentemployment@wellesley.edu">studentemployment@wellesley.edu</a>
Casual wage research assts.	Cristina DeGaetano (HR)	3303
Leave application status (sabbatical/early leaves)	Jen Ellis	3228
Leave applications (medical/parental/unpaid)	Ruth Frommer	3229
Leave eligibility (sabbatical)	Ruth Frommer	3229
Leave Reports	Courtney Mansfield Chu	3586
Mailing lists for faculty	Ruth Frommer Courtney Mansfield Chu	3229 3586
Materials for tenure and other CFA reviews	Jen Ellis	3228
Named Chair Accounts	Kathryn Rosenberg Hannah Carpenter	3573 or <a href="mailto:ProvostFinance@wellesley.edu">ProvostFinance@wellesley.edu</a> 3112
Reimbursement for recruiting expenses	Kathryn Rosenberg Hannah Carpenter	3573 3112
Research Accounts	Kathryn Rosenberg Hannah Carpenter	3573 or <a href="mailto:ProvostFinance@wellesley.edu">ProvostFinance@wellesley.edu</a> 3112
Salaries	Ruth Frommer	3229
Sponsored research	Liz Demski	2079
Staffing (prior to hire)	Dean assigned to dept.	3583
Staffing (after submission of green form)	Ruth Frommer	3229
Startup accounts	Kathryn Rosenberg Hannah Carpenter	3573 or <a href="mailto:ProvostFinance@wellesley.edu">ProvostFinance@wellesley.edu</a> 3112
Student research and travel grant applications	Kathryn Rosenberg Michael Jeffries	3573 3583
Verification of Employment	Human Resources	3202

**Budget office**

<http://www.wellesley.edu/budget>

**Controller's Office**

<http://www.wellesley.edu/controller/>

**Controller**

**Accounts Payable**  
**Cashier**  
**Endowment**  
**General Accounting**  
**Payroll**  
**Sponsored Programs**  
**Travel**  
**Workday Finance**

**Resources**

- **Business conduct policy manual**
- **Compliance Hotline**
- **GRH Emergency Evacuation Plan**
- **FAQs**
- **Forms**
- **Staff**
- **Site Index**
- **Training**
  
- **W-2 Information**

**Human Resources**

<http://www.wellesley.edu/hr/contacthr>

**HR staff contacts**  
**Benefits and Compensation**  
**Employee Development**  
**The Whole You**  
**HR Highlights**  
**Work/Life**  
**Job Seekers New**  
**Faculty & Staff**  
**Managers & Supervisors**  
**Forms**  
**Employee Resources**

**Registrar's Office**

**Faculty Support Line: Ext. 2394**

<https://www.wellesley.edu/registrar> OR email: [registrar@wellesley.edu](mailto:registrar@wellesley.edu)

*For Faculty and Staff*

Calendars

Class Lists

Classroom Assignments

Classroom Occupancy Report

Course Browser

Curriculum

Exams

Forms

Grades: Instructions for online grading; grading policies

SEQs