

Seattle University Campus Resources

The information provided here is intended to be your starting point in finding out about the many services and activities on campus. We have focused on those areas that you are most likely to encounter early in your career as a faculty member at Seattle University, though there is much more happening than we are able to encapsulate in this short document. Offices are listed in alphabetical order. The index below organizes them by category to help you find the right information. All phone numbers have the prefix (206) unless otherwise specified. You can hold Ctrl and click the titles in this Table of Contents to jump to that entry in the document.

ADMINISTRATIVE OFFICES	
Controller's Office	9
Faculty Ombudsperson	11
Human Resources: Benefits	12
Human Resources: Faculty Services	12
InformSU	13
Institutional Research (IR)	14
President, Office of the – Eduardo M. Peñalver	17
Registrar, Office of the	17
Student Conduct and Integrity Formation	19
University Planning	20
COMMUNICATION	
Campus Announcements and Official Communications	4
<i>The Commons</i>	7
Marketing Communications (MarCom)	16
EMAIL LISTSERVS	
Non-tenure-track faculty	3
Queer-Net	3
Seattle University People of Color (SUPOC)	3
FACILITIES & SERVICES	
Facilities Services	11
Mailing Services	16
University Recreation (UREC)	20
MISSION & SERVICE	
Campus Ministry	4
Center for Community Engagement (CCE)	6
Center for Environmental Justice & Sustainability (CEJS)	6
Center for Jesuit Education (CJE)	7
Community Engaged Learning Faculty Fellowship (CELFF)	8
Community Engaged Writing Faculty Fellowship (CEWFF)	8
Indigenous Peoples Institute (IPI)	12
Institute for Catholic Thought & Culture (ICTC)	14
Seattle University Youth Initiative (SUJI)	18
RESEARCH	
Center for Environmental Justice & Sustainability (CEJS)	6
Center for Faculty Development	7
Consortium of Interdisciplinary Scholars	9
Indigenous Peoples Institute (IPI)	12

RESEARCH (continued)	
Institute for Catholic Thought & Culture (ICTC)	14
Institutional Review Board (IRB)	14
Lemieux Library & McGoldrick Learning Commons	15
Sponsored Projects, Office of (OSP)	18
REFERRAL SERVICES FOR STUDENTS	
Academic	
Bellarmino Advising Center (Student Academic Services)	4
Career Engagement	5
English Language Learning Center (ELLC)	11
Learning Assistance Programs (Student Academic Services)	15
Lemieux Library & McGoldrick Learning Commons	15
Math Lab	16
Writing Center	21
Educational Opportunities	
Education Abroad	10
Fellowships, Office of	12
International Student Center (ISC)	15
Student Support	
Campus Ministry	4
CARE Team: Coordinated Assistance and Resource Education Team, and the Office of the Dean of Students	5
Counseling & Psychological Services (CAPS)	10
Disability Services (Student Academic Services)	10
Indigenous Peoples Institute (IPI)	12
Multicultural Affairs, Office of (OMA)	17
Student Development, Division of	19
TEACHING	
Center for Community Engagement (CCE)	6
Center for Digital Learning & Innovation (CDLI)	6
Center for Faculty Development	7
Student Conduct and Integrity Formation	19
Writing Center	21
Teaching Materials	
Copyright Compliance, located in Reprographic Services	9
Reprographic Services	18
SU Campus Store	19
SuperCopy	20
TECHNOLOGY	
Canvas Help Center	5
Center for Digital Learning & Innovation (CDLI)	6
Information Technology: Classroom Services	13
Information Technology: Service Desk	13

Informal and formal email listservs to support colleagues at SeattleU

Note: Holding Ctrl and clicking the black triangle next to each title will return you to the Table of Contents

Non-tenure-track faculty ▲

The non-tenure-track (NTT) faculty email listservs are a means of keeping in touch with NTT colleagues all across campus, as well as a primary form of communication to and from the University NTT Committee, a subcommittee of the Academic Assembly (the faculty's main shared governance body). The main "NTT-Faculty" list serves both full-time and part-time faculty. It is comprised of the "NTT-Faculty-Full-Time" list and the "NTT-Faculty-Part-Time" list. As soon as your email account is set up as a non-tenure-track (NTT) faculty member, you will automatically join the appropriate NTT faculty listserv, so you don't need to contact anyone to sign up.

NTT-Faculty@seattleu.edu

Queer-Net ▲

Queer-Net is a long-standing listserv for all LGBTQ faculty and staff and their Allies on campus. It provides a forum for sharing news, events, and ideas relating to the LGBTQ community in general, and to issues facing LGBTQ colleagues at Seattle University. Your Queer-Net peers can offer support, advice, institutional background, new perspectives, and a new network of colleagues. Some new members like to post introductions so that their presence is known – feel free to do whatever is right for you.

To join Queer-Net, email or call Dr. Kevin Krycka: krycka@seattleu.edu | 296-5398

Seattle University People of Color (SUPOC) ▲

The SUPOC listserv provides faculty and staff of color with an online space for sharing information about news, events, and ideas relating to people of color communities and issues. Your SUPOC peers can offer welcome, advice, context, and a supportive network of colleagues. All members of the listserv can email directly to the group by emailing supoc@seattleu.edu.

To join SUPOC, email Dale Watanabe: watanad@seattleu.edu

Information on offices, departments, and centers at Seattle University

Note: Holding Ctrl and clicking the black triangle next to each title will return you to the Table of Contents

Bellarmino Advising Center (Student Academic Services) ▲

The Bellarmino Advising Center comprises Advising Services, Premajor Studies, Student Academic Persistence, the Fostering Scholars Program, and Alfie Scholars program. Advising Services offers support and resources for professional and faculty advisors and students. Student Academic Persistence conducts direct outreach to students, facilitates faculty referrals of students to campus resources through the online outreach and referral system SOAR, and supports students facing hurdles that may impact their academic success. Premajor Studies provides comprehensive academic advising and support services for students who are exploring academic major options, which encompasses students who are considering changing their major and/or students who need to complete course and program pre-requisites to declare their chosen major. Fostering Scholars supports current and former foster youth attending SU. Alfie Scholars supports scholarship recipients transferring from community college.

Bellarmino 111 | 296-2260 | www.seattleu.edu/sas/programs/

Campus Announcements and Official Communications (part of MarCom) ▲

Campus Announcements for faculty and staff are sent via email Tuesdays and Thursdays during fall, winter, and spring quarters and Wednesdays during summer quarter. Faculty and staff may submit announcements for university-sponsored events, initiatives, and news at www.seattleu.edu/marcom/internal/request-a-campus-announcement. Announcements to students are handled separately through the Redhawk Resource Hub Desk.

Official Communications are periodically sent via email to provide updates on issues, initiatives, and developments of importance to the campus community. While Campus Announcements (described above) are the preferred vehicle for disseminating most faculty and staff information, an occasional stand-alone message via Official Communications may be necessary. Questions about Official Communications can be addressed to Mike Thee at theem@seattleu.edu.

O'Brien Center (715 13th Ave) | 296-6135 | theem@seattleu.edu | www.seattleu.edu/marcom/internal

Campus Ministry ▲

Rooted in the Jesuit, Catholic tradition, Campus Ministry serves a vibrantly diverse and inclusive community of people committed to exploring, understanding, and deepening a faith that does justice in their lives. Campus Ministry supports the religious and spiritual lives of students through daily and Sunday Mass, regular ecumenical Christian worship services, opportunities for interfaith dialogue and prayer, retreats, faith formation, as well as through a variety of service and social justice focused opportunities. Each Campus Minister is also committed to providing an additional layer of support for our students through connection, conversation, and pastoral care.

Student Center 120 | 296-6075 | campusministry@seattleu.edu | www.seattleu.edu/campus-ministry

Canvas Help Center ▲

Seattle University's Learning Management System (LMS), Canvas, is a web-based application designed to distribute course content, track and assess student work, communicate with students, and facilitate online collaborations. Canvas is built with student-centered learning and accessibility in mind; students find the Canvas user experience intuitive and comparable with web applications they already use. Faculty support for Canvas is provided through an online quick start tutorial and help guides, a 24/7 help desk, and workshops and individual consultations in the Center for Digital Learning and Innovation.

833-250-2081 | support@instructure.com | www.seattleu.edu/cdlihelp

CARE Team: Coordinated Assistance and Resource Education Team, and the Office of the Dean of Students ▲

**Note: This committee was formerly referred to as the "Students of Concern Committee," or "SOCC."*

In support of Seattle University's mission, the Office of the Dean of Students is committed to helping all students at Seattle University be fully engaged and successful in their educational experiences inside and out of the classroom. Through the Office of the Dean of Students, the CARE Team assesses referrals from the campus community, facilitates communication, and initiates appropriate responses to specific behavioral concerns or short-term circumstances that may involve threats to the safety and security of the University community. Anyone can refer a student to the CARE Team, including faculty, staff, students, parents/families, and others who observe concerns or think that a student might benefit from additional resources and support. Information submitted to the CARE Team will be treated confidentially. The Dean of Students chairs the CARE Team. To submit a report, fill out the [CARE Team online referral form](#).

Student Center 140 | 296-6060 | willetjt@seattleu.edu and care@seattleu.edu | www.seattleu.edu/deanofstudents

Career Engagement ▲

The Career Engagement Office welcomes students with resources and programs to equip students to have agency as they explore, discern, and navigate their life-long professional journey. Individual career coaching is available to discuss topics such as identity in career, resume/cover letter writing, interview preparation, graduate school preparation, career self-assessment, and more. Additionally, we coordinate opportunities to build community with mentors, alumni, and employers through both the SU portal, Redhawk Landing, and ongoing events, such as Career Treks. Several other exclusive access portals are also available, with many options for integration with course assignments. Contact us to co-create career development content for your students, identify an opportunity to bring industry professionals to your class, or identify ways to highlight the career development that already exists within your syllabi. Lastly, encourage your students to schedule their 30-minute career coaching appointments early and often.

Pigott Pavilion 110 | 296-6080 | careerengagement@seattleu.edu | www.seattleu.edu/careerengagement

Center for Community Engagement (CCE) ▲

As the hub of the university's interface between community and campus, the Sundborg Center for Community Engagement (CCE) emphasizes long-term place-based partnerships and anti-racist, inclusive frameworks. Community engagement at Seattle University includes but is not limited to community-engaged/service-learning courses, university-assisted community schools, direct service, community-based research, advocacy, public scholarship, activism, and anchor institution strategies. The CCE offers professional development and fellowship opportunities to faculty who play a vital role in our place-based community engagement efforts. CCE supports community-engaged teaching, scholarship, and service through intentional introductions to community-based organizations, multi-day immersion experiences, discussions on community engagement topics, and individual consultations. We offer two faculty cohort programs: Community Engaged Learning Faculty Fellows (CELFF) and the Community Engaged Writing Faculty Fellows (CEWFF). CCE also houses the Seattle University Youth Initiative (SUYI). Please contact Elizabeth Seymour, eseymour@seattleu.edu, or find more information on our website: www.seattleu.edu/cce.

Sinegal Center 140 | 296-2569 | eseymour@seattleu.edu | www.seattleu.edu/cce

Center for Digital Learning & Innovation (CDLI) ▲

The Center for Digital Learning and Innovation (CDLI) supports Seattle University faculty in the collaborative exploration, selection, and thoughtful use of learning technologies to ensure that all digitally-mediated courses foster high-touch, experiential learning consistent with the Jesuit approach to education. CDLI accomplishes this mission through a community of practice approach in an array of workshops and one-on-one consultations, which are available to any instructor who has a desire to learn more about infusing technology into their teaching practice. In addition, CDLI administers the Seattle University learning management system, Canvas, and a host of other learning technologies.

Pigott Pavilion 050 | 296-5456 | cdli@seattleu.edu | www.seattleu.edu/cdli

Center for Environmental Justice & Sustainability (CEJS) ▲

The Center for Environmental Justice and Sustainability (CEJS) is a campus-wide, interdisciplinary Center with the mission to inspire care for our communities through the research and practice of social, economic, and environmental justice. CEJS seeks to educate and develop leaders for a more just and sustainable world by:

- engaging students in experiential learning through environmental justice and sustainability projects in Seattle and around the world;
- advancing sustainability literacy and research;
- sponsoring events, conferences, and workshops that engage students and scholars with the community and advance public policy; and
- promoting Seattle University's environmental programs, climate action, and campus sustainability performance.

Phillip Thompson | 296-5521 | cejs@seattleu.edu | www.seattleu.edu/cejs

Center for Faculty Development (CETL/CFD) ▲

The Center for Faculty Development (also known as “CETL” or “CFD”) promotes the professional formation of all SU faculty through a scholarly and interdisciplinary approach to (1) learning and teaching, (2) research practice, and (3) professional development, with an emphasis on developing faculty across the career span. We aim to do this by providing forums for faculty to explore and reflect on their academic lives through voluntary and research-based activities. These include faculty workshops and candid conversations, individual consultations, faculty writing groups, faculty learning communities, a community of practice for department and program chairs, classroom observations, and facilitated discussions with program teams.

Hunthausen 120 | 296-2144 | faculty-development@seattleu.edu | www.seattleu.edu/faculty-development

Center for Jesuit Education (CJE) ▲

The Center for Jesuit Education serves as a resource to Seattle University faculty as they explore how SU's mission impacts their teaching, research, and service. If you are interested in engaging more deeply with the core aspects of the Jesuit educational mission, our programs range from workshops to retreats to immersion experiences. We welcome the chance to collaborate on mission-related projects with colleagues in any part of the university and are always available for consultation to customize presentations or programs to meet the needs of departments and divisions across campus.

Loyola 209 | 296-6133 | salazare@seattleu.edu | www.seattleu.edu/jesuit-education

***The Commons* (part of MarCom) ▲**

The Commons, part of The Newsroom (www.seattleu.edu/newsroom), is the online news site for and about faculty and staff. The site strives to provide the latest university news and information, while fostering a sense of community. Faculty and staff members are encouraged to submit accomplishments, story ideas, and feedback by emailing thecommons@seattleu.edu. Questions can be sent to Mike Thee, internal communications manager, at theem@seattleu.edu.

O'Brien Center (715 13th Ave) | 296-6135
| theem@seattleu.edu | <https://www.seattleu.edu/newsroom/commons/campus-news/>

Community Engaged Learning Faculty Fellowship (CELFF) ▲

The Community Engaged Learning Faculty Fellowship explores the theory and practice of academic community engaged service-learning and how to integrate this methodology into courses. This program provides a cohort experience for faculty members who wish to revise an existing course or plan a new course that incorporates a community engaged component. Fellows meet as a group four times per quarter in both winter and spring quarter (dates and times will be set by group agreement) and at least once per quarter individually with program director and CCE staff. Fellows receive a stipend of \$1,250 paid in two installments: half after completion of all winter and spring quarter meetings, the other half after participation in a panel discussion following the Fellowship. The program is open to all faculty regardless of rank or previous community engagement experience. For more information and to apply, contact the Sundborg Center for Community Engagement (cce@seattleu.edu).

Center for Community Engagement, Sinegal Center 140 | 296-2569 | cce@seattleu.edu

Community Engaged Writing Faculty Fellowship (CEWFF) ▲

The Community Engaged Writing Faculty Fellowship provides an opportunity for a small cohort of Seattle University faculty members to develop a learning community that provides support, collaboration, and shared knowledge with the goal of writing and submitting manuscripts for publication. The purposes of this new program are to:

- Strengthen and advance research on community engaged teaching and learning
- Provide consultation, collegial support, and peer feedback to researchers
- Build a network of community engagement scholars
- Increase knowledge and emphasis on the impacts of community engaged teaching and learning on community, students, and faculty
- Advance Fellows' research agendas through publication

Fellows will meet twice per quarter on Zoom (winter and spring) as a group and once per quarter individually with the program director. Dates and times will be set by group agreement. This Fellowship carries a \$1000 stipend paid in two installments: half after completion of all winter and spring quarter meetings, the other half on submission of manuscript by September 1 of the following year. All faculty members with experience in the use of community engaged teaching or service-learning are eligible to apply. For more information and to apply, contact the Sundborg Center for Community Engagement (cce@seattleu.edu).

Center for Community Engagement, Sinegal Center 140 | 296-2569 | cce@seattleu.edu

Consortium of Interdisciplinary Scholars ▲

The Consortium of Interdisciplinary Scholars is currently comprised of over 150 professors and staff from all colleges and schools who are interested in crossing disciplinary boundaries, meeting colleagues from across campus, and supporting each other in our whole humanness as teachers, scholars, and staff, and supporting each other's students in their interdisciplinary work. Our mission is: "To provide inspiration and support for faculty and staff interdisciplinary scholarship and other projects and to provide expert advice for students pursuing projects across disciplines." We are grounded in the core principle inspired by activist and author, adrienne maree brown, "Less prep, more presence." We host one event per quarter open to anyone interested and you will receive no more than several emails a year. There are no obligations, and this is open to full-time and part-time faculty and staff. If you would like to be added to the Consortium, please contact Dr. Jen Schulz.

Casey 430-10 | 371-0197 | schulzj@seattleu.edu | www.seattleu.edu/artsci/departments/interdisciplinary-liberal-studies/consortium-of-interdisciplinary-scholars

Controller's Office ▲

The Controller's Office processes payments to employees and vendors and also performs various accounting functions. Regular faculty payroll is processed on the 15th and the last day of the month. The Controller's Office reimburses faculty for business expenses and pays vendors while monitoring for adherence to University policy and IRS Regulations. Faculty may initiate these payments in ProcureSU. Each faculty member is assigned to a financial manager responsible for approving all charges made against the department account, expending funds within budget limits, and reviewing financial reports to see that all activity has been recorded accurately. Your financial manager is the recommended first point of contact for financial matters.

1218 E. Cherry St. | 296-5880 | payroll@seattleu.edu | payables@seattleu.edu | www.seattleu.edu/controllers-office

Copyright Compliance, located in Reprographic Services ▲

The Office of Copyright Compliance, part of Reprographic and Mailing Services, assists faculty in securing copyright permission to include materials in course packs, class handouts, and other materials. The office is a one-stop shop that coordinates directly with faculty, reprographics, and publishers to produce course packs. The office also helps faculty, staff, and students comply with Seattle University Copyright Policy including evaluating issues of fair use, public domain, and copyright ownership.

Pigott Pavilion 020A | 296-2308 | copyright@seattleu.edu | www.seattleu.edu/repro/copyright-compliance

Counseling & Psychological Services (CAPS) ▲

CAPS offers individual therapy, outreach, consultation, and referral services via telehealth to currently enrolled and continuous SU students. Services are free of charge. While therapy services are limited to students, faculty may call to consult regarding how to respond to distressed students or refer students to our services.

Please visit the CAPS website at www.seattleu.edu/caps. The website provides helpful information on:

- Services via CAPS <https://www.seattleu.edu/caps/services/>
- Premium access to the Sanvello wellness app <https://www.seattleu.edu/caps/services/sanvello-247/>
- Self-help video library <https://www.seattleu.edu/caps/resources/video-library/>
- Resources to cope with the COVID-19 pandemic <https://www.seattleu.edu/caps/resources/>
- 24/7 Crisis resources <https://www.seattleu.edu/caps/emergencies--after-hours/>

Pigott Pavilion 120 | 296-6090 | caps@seattleu.edu | www.seattleu.edu/caps

Disability Services (Student Academic Services) ▲

Disability Services works in partnership with faculty providing accommodations to students with disabilities. Our role is to identify students with disabilities and to inform faculty about the specific accommodations that they have a responsibility to provide. A second role is to consult with faculty in terms of classroom and curricular adjustments that may assist these students, such as in the area of making multimedia used in a classroom accessible. Some common accommodations are extra time on exams and the provision of books in alternative format.

Loyola 100 | 296-5740 | Rich Okamoto okamotr@seattleu.edu or Kim Thompson thompsok@seattleu.edu | www.seattleu.edu/disability-services

Education Abroad ▲

The Education Abroad Office (EAO) collaborates with faculty to develop short and long-term international programs, focusing on program planning, risk and safety assessment, budget development, and student recruitment and preparation. Additionally, in partnership with faculty advisors, academic advisors, and department chairs, EAO ensures that students pursue long-term, partner study abroad options that align with their program of study and requires that all study abroad courses are approved for each student prior to departing for their study abroad program.

Pigott Pavilion 124 | 296-2226 | educationabroad@seattleu.edu | www.seattleu.edu/abroad

English Language Learning Center (ELLC) ▲

The English Language Learning Center (ELLC) offers academic support for international and multilingual students on campus through ELCB courses and ELLC tutoring. English Language and Culture Bridge (ELCB) courses support students by helping them improve academic English skills and by introducing them to elements of American culture(s) and expectations in American college classrooms. ELLC tutoring offers individual students assistance with English on any type of assignment they might have such as written essays, online discussions, oral presentations, etc. In addition, qualified tutors can help with personal statements, resumes, and interview preparation. ELCB courses and ELLC tutoring are primarily designed for multilingual and international students but are open and welcoming to all SU students. ELLC also hosts students from universities abroad in short-term language and culture immersion programs, and through them promotes cross-cultural understanding and SU values.

Hunthausen 121 | elc@seattleu.edu | www.seattleu.edu/elc

Facilities Services ▲

Facilities Services creates and sustains environments that support the needs of our campus community. Our goal is to deliver facilities management services in an efficient, cost-effective manner while maintaining excellent customer service. Our work groups include Real Estate and Planning, Design + Construction, Building Operations and Maintenance, Residence Hall Maintenance, Grounds and Landscaping, Recycling Services, and Environmental Health and Safety. Facilities Services oversees asset management, campus-wide sustainability efforts, and fosters several neighborhood community relationships. For a more in-depth look at services Facilities Services provides, we invite you to visit our website.

296-6996 | www.seattleu.edu/facilities

Faculty Ombudsperson ▲

The Faculty Ombudsperson office supports an ethical and civil culture in which mutual understanding can be reached and differences resolved through respectful dialogue and fair processes. The office is an independent, confidential, impartial, and informal resource for all SU faculty members. The Faculty Ombudsperson is a designated neutral or impartial facilitator whose major function is to serve faculty and provide confidential and informal guidance; to assist with complaints, concerns and issues; to assist in identifying appropriate offices, committees, and university rules and policies; and serve when appropriate as an informal mediator of early-stage complaints and mediate as an impartial party. Faculty members seeking assistance from the office will be treated with dignity and respect and can expect individualized attention to their needs and concerns. All faculty are welcome.

Chardin 139 | 296-5898 *Phone and Zoom meetings available | Please call to arrange an appointment | www.seattleu.edu/faculty-ombudsperson

Fellowships, Office of ▲

The Office of Fellowships supports SU students and alumni applying for nationally and internationally competitive external scholarships and fellowships (e.g., Fulbright, Truman, Marshall). We offer information on grants, deadlines, and program requirements; one-on-one guidance through the application process; practice interviews; writing workshops; and we connect students with faculty mentors, particularly for research proposals. We offer advising services to all students, and we strongly encourage you to refer your students to us for an appointment. If you would like to be involved in the rewarding process of scholarship advising as a faculty mentor or review committee member, contact us today!

296-5740 | kwane@seattleu.edu | www.seattleu.edu/fellowships

Human Resources: Benefits ▲

The Human Resources Office administers benefits for faculty and provides compensation, employee relations, and recruitment support for faculty who supervise staff employees. Our benefits staff guide new and returning faculty through the benefits enrollment process. HR is the first point of contact for faculty wishing to change their benefits, including health and welfare benefits and retirement accounts. Human Resources also administers leaves of absence. HR is responsible for compliance with applicable employment laws and university policies, including nondiscrimination, sexual harassment, Title IX disability, substance abuse, professional conduct, and use of university equipment.

Rianna 200 | 296-5870 | hr@seattleu.edu | www.seattleu.edu/hr

Human Resources: Faculty Services ▲

The Human Resources Office is the first point of contact for faculty personnel issues. Under the leadership of the Provost, the Human Resources Office provides a wide range of services for the faculty community, including appointments and reappointments, rank and tenure processes, recruitments, policy interpretation and procedure compliance, sabbatical eligibility tracking, payroll, and employment file maintenance. Human Resources is also a liaison for faculty between schools/colleges and the Provost.

Rianna 220 | 296-6142 | brierles@seattleu.edu | www.seattleu.edu/academicaffairs/faculty/faculty-services

Indigenous Peoples Institute (IPI) ▲

Indigenous Peoples Institute (IPI) supports Native American student success at Seattle University and raises awareness about issues of critical importance to local and global Indigenous peoples. The current vision for IPI is that all Native American and Indigenous students will have a home-away-from-home experience at Seattle U as they work toward their degrees. IPI also offers regular on-campus activities for students, staff, and faculty to ensure that Indigenous voices and perspectives are included as we work collectively toward equitable and inclusive campus environments.

Xavier 160 | 296-2235 | IPI@seattleu.edu | <https://www.seattleu.edu/indigenous-peoples-institute/>

Information Technology: Classroom Services ▲

Classroom Services provides support for all classroom technologies on campus. For immediate assistance when a class is in session, call the Service Desk at x5571 and a technician will troubleshoot your room or dispatch a technician to assist you if needed. Classroom Services also provides equipment checkout (projectors, video cameras, and document cameras) and delivery to enhance instructional technology needs. Some equipment like presentation clickers are available to checkout through the library.

296-5571 | servicedesk@seattleu.edu | www.seattleu.edu/its/support/classroom-services

Information Technology: Service Desk ▲

The IT Service Desk (formerly known as the Help Desk) is the primary contact point for Information Technology Services (ITS) and the SU community for campus technology services. Contact the Service Desk for assistance with network access, password resets, Microsoft 365, email, and problems with your laptop or desktop. The Service Desk is available by phone and email 7am–7pm on weekdays and 9am–4pm on weekends during fall, winter, and spring quarters. Support articles and troubleshooting are available through the Service Desk customer portal linked below

296-5571 | servicedesk@seattleu.edu | <https://seattleuniversity.atlassian.net/servicedesk/customer/portals>

InformSU ▲

InformSU provides data, analysis and reporting solutions to meet the need for strategic decision-making. Our mission is to enable SU staff and faculty to make data-informed decisions by providing access to interactive reports. These reports contain data on current and historical trends and range across a broad range of topics, including student enrollment and demographics, university admissions, and persistence and graduation. Faculty should reach out to the InformSU team with any questions regarding report access and training, current or future reporting needs, any questions regarding information found in an InformSU report. The InformSU team also facilitates regular PowerBI trainings.

296-2175 | informSU@seattleu.edu | www.seattleu.edu/ir/informsu

Institute for Catholic Thought & Culture (ICTC) ▲

The Institute for Catholic Thought and Culture (ICTC) invites faculty and staff, as well as the larger community, to engage and renew the Catholic intellectual tradition where faith and reason, religion and culture, the church and the world meet and engage one another. It sponsors academic research, course development, reflection, and conversation.

The ICTC's primary programs include:

- Catholic Heritage Lecture Series (three times annually)
- Substantial grants for faculty to undertake research or to create a course that incorporates Catholic thought
- Pertinent programming to engage with topics such as immigration, racial justice, nonviolence, and care for the earth
- Seminars and reading groups for faculty
- Film viewings and artistic exhibits

Lemieux Library 659 | 220-8270 | ictc@seattleu.edu | www.seattleu.edu/ictc

Institutional Research (IR) ▲

Institutional Research collects, analyzes, interprets, and reports data about the university. It is dedicated to making that information readily available, and consults on how to relate data to planning, assessment, and to telling the Seattle University story. Faculty are most likely to turn to IR for information about student populations, when working on department or program assessment, or for assistance when doing their own research about some aspect of Seattle University. Institutional Research also works with ITS to support InformSU, the SU data and reporting portal.

220-8231 | ir@seattleu.edu | www.seattleu.edu/ir

Institutional Review Board (IRB) ▲

The Seattle University Institutional Review Board (IRB) works to create a favorable climate for the conduct of human subjects research while protecting the rights, well-being, and privacy of participants, as well as the interests of Seattle University. The IRB strives not only to ensure compliance with Federal regulations but also to foster research meeting the highest ethical standards and adhering to all principles, best practices, and policies related to research with human subjects. Specifically, the IRB seeks to ensure all human subjects are treated with respect, beneficence, and justice during participation in research conducted under the auspices of Seattle University. For frequently asked questions, visit www.seattleu.edu/irb/guidance--faq.

Administration 201 | 296-2585 | irb@seattleu.edu | www.seattleu.edu/irb

International Student Center (ISC) ▲

The International Student Center is the home away from home for our diverse international campus population. Serving around 800 students from over 60 countries, the ISC is the main resource for immigration advising, community building, and international programming. We offer tools for supporting our international students' academic, social, cultural, emotional, and spiritual pathways. Celebrating our international student population provides vital perspectives that broaden the entire university's cultural and global awareness as we all seek to promote equity and social justice within and between nations.

Pigott Pavilion 160 | 296-6260 | isc@seattleu.edu | www.seattleu.edu/isc

Learning Assistance Programs (Student Academic Services) ▲

Learning Assistance Programs supports students in their ongoing growth and development as learners by providing academic support and learning strategy enhancement through a variety of services to meet individual needs. Programs include weekly individual, small-group, drop-in tutoring, and open study hall time, as well as weekly facilitated study groups in selected math, business, science, nursing, and language courses. LAP also provides a series of learning strategy workshops each quarter, assessment tools, and one-on-one consultation sessions with a learning specialist to devise strategies to enhance learning around skills such as time management, reading comprehension, test preparation, and note taking. Faculty can encourage students to use our services or consult with us about particular student needs. At faculty request, we provide classroom presentations about our services and on study approaches tailored to specific courses.

Lemieux Library & McGoldrick Learning Commons – 2nd floor | 398-4450 | ajenkins@seattleu.edu | www.seattleu.edu/learning-assistance

Lemieux Library & McGoldrick Learning Commons ▲

The Library provides services, technology, and spaces that support research, teaching, and learning. Library faculty are available to offer [research consultations](#), and actively collaborate with faculty to develop digital and print collections. The Library's physical collections are further supplemented by effective inter-institutional resource-sharing through the Orbis Cascade Alliance and [Interlibrary Loan services](#). The [ScholarWorks](#) institutional repository showcases the work of Seattle University faculty, staff, and students, and provides digital access to select materials from Special Collections and Archives.

To support teaching and learning, the [library's instruction program](#) provides course-integrated instruction focused on research assignments and learning outcomes. Deliverables include workshops, modules and collaboratively designed activities taught face-to-face or online. The Library's Learning Commons Partnership brings together the [Learning Assistance Programs](#), [Math Lab](#), [Media Production Center](#), [Research Services](#), and the [Writing Center](#) to support teaching and learning on the first and second floors.

For active working spaces, the Library provides bookable group study rooms throughout the building to accommodate small group work, along with Zoom-ready individual use study carrels on the fourth and fifth floors. The [John Popko Faculty Lounge](#) on the sixth floor provides dedicated faculty space for reading, conversation, and collaboration.

296-6210 | ris@redhawks.onmicrosoft.com | www.seattleu.edu/library

Mailing Services ▲

Mailing Services serves the postal and shipping needs for the University. Mail and parcels from the US Postal Service arrive to campus by 9:30 daily while the various parcel carriers deliver throughout the morning and afternoon. Mail is distributed around campus by 12:00pm; packages are delivered both morning and afternoon. Outgoing mail is collected from the various offices while deliveries are made and is brought to Mailing Services for processing. A variety of USPS, FedEx, DHL, and UPS services are offered.

Pickup times: US Postal Service – 1:00 | UPS, FedEx, DHL – 3:00 | Allow 30 minutes prior to pick up for processing of outgoing mail and parcels.

Pigott Pavilion 040 | 296-6199 | mailingservices@seattleu.edu | www.seattleu.edu/mail

Marketing Communications (MarCom) ▲

Marketing Communications is a strategic partner to all academic and administrative units within Seattle University. The department offers solutions for the university's marketing and communication needs and serves as a clearinghouse for advancing the university's internal and external relationships and messaging. Marketing Communications upholds and strengthens the university's reputation, image and values, while raising awareness about the university's academic profile and the impact our students, alumni, faculty and staff have locally and globally. Contact the department for expertise in branding and marketing, communication strategy, media relations, internal communications, external affairs, web communications, social media, visual and creative design, publications and photography.

O'Brien Center (715 13th Ave) | 296-2104 | sabaricr@seattleu.edu | www.seattleu.edu/marcom

Math Lab ▲

The Math Lab, located on the second floor of the Lemieux Library, is a free drop-in service provided by the Mathematics Department for all students in lower division mathematics courses (up through MATH 2330) at Seattle University. Students are encouraged to work on their mathematics coursework at the various tables in the Lab and to seek help from the Math Lab assistant whenever necessary. The Lab is meant to augment the assistance given by the instructor of the course and to provide help at times when the instructor is not available.

During COVID-19, the Math Lab is operating as a "Virtual Study Hall." Join us over Zoom to work on your math problems in the presence of fellow students. Each meeting is hosted by an SU student that can answer short questions via chat or longer questions via the breakout room feature in Zoom. Visit the Math Lab website (below) for the current operating hours and the Zoom link. Please note: you must log in to Zoom using your Seattle U credentials to access the Math Lab.

Lemieux Library & McGoldrick Learning Commons – 2nd floor | 296-5921 | bahuaude@seattleu.edu | www.seattleu.edu/scieng/math/student-resources/math-lab

Multicultural Affairs, Office of (OMA) ▲

The Office of Multicultural Affairs mission and purpose is to promote an inclusive learning environment for all students to enhance their understanding of identity and power, to build intercultural awareness and skills, and to support the success of students from historically underrepresented backgrounds. We do this in a variety of ways, including but not limited to: small and large scale events, leadership development programs, and trainings and presentations. The SU Food Pantry is also located and operated by the Office of Multicultural Affairs in Pavilion 180. At its core, OMA is about building meaningful connections with students and colleagues to co-create an environment that supports the thriving of all students. We invite faculty to be collaborators with OMA and to refer students to our programs and resources. We are available to receive referrals about specific student concerns, for consultation about classroom dynamics, and for guest lectures or trainings about issues of diversity and inclusion.

Pigott Pavilion 180 | 296-6070 | oma@seattleu.edu | www.seattleu.edu/oma

President, Office of the – Eduardo M. Peñalver ▲

The President welcomes new faculty and discusses Jesuit education as well as the Seattle University mission with them. He joins with Jesuits on behalf of the Jesuit community in welcoming new faculty and engages with individual faculty on special projects, courses, and committees. The President and the Center for Jesuit Education sponsor Mission Day for the development of faculty and staff in the SU mission. Faculty are invited to various events and meetings sponsored by the President—faculty breakfasts, noon forums, appreciation events, lectures, etc. The President collaborates with the Cabinet, Board of Trustees, and external constituencies in support of the university's mission. For scheduling contact the President's Senior Executive Coordinator, Elizabeth Pilati.

Administration 109 | 296-1891 | eduardo@seattleu.edu | www.seattleu.edu/president

Registrar, Office of the ▲

The Office of the Registrar is responsible for interpretation and implementation of academic policies and procedures and is responsible for academic records protection and maintenance. Key services include academic classroom scheduling, academic calendar development and publication, grade posting, degree posting, petition processing, withdrawal processing, transfer credit evaluation, degree audit management, academic policy and form hosting, academic administration procedure and deadline communications, academic catalog preparation and hosting, and Family Educational Rights and Privacy Act (FERPA) training and interpretation.

Vi Hilbert Hall, Redhawk Service Center | 220-8030

| registrar@seattleu.edu | <https://www.seattleu.edu/registrar/resources-for-faculty-and-staff/>

Reprographic Services ▲

Located in the James C. Pigott Pavilion lower level (PAVL 020), Reprographics is a one-stop shop for all your inter-departmental digital printing and copying needs. Reprographics has high-speed black-and-white network printer/copiers, which offer a variety of in-line finishing options, and two high-speed color printer/copiers. We also have large-format printers for posters, banners, vinyl prints, and magnets. We are the go-to department for your Official Seattle University business cards and the Official SeattleU envelopes and letterhead.

Reprographics offers a variety of bindery services, mail merge, bulk mailings, and can print addresses directly onto mailing pieces. Reprographics also offers custom stickers and magnets. To submit your order, you can simply email Reprographics your print request form or drop it off in person. We are able to complete small jobs on the same day, but our standard turnaround time is 24–48 hours for larger jobs.

Pigott Pavilion 020 | 296-6180 | reprographic@seattleu.edu | www.seattleu.edu/repro

Seattle University Youth Initiative (SUYI) ▲

The Seattle University Youth Initiative (SUYI) strives to strengthen education and support systems for 1,000 neighborhood youth and their families while enhancing the university by providing community-based learning and research experience for students, faculty, and staff. Launched in 2011, the Youth Initiative is the largest community engagement project in the institution's history and a signature element of the University. The Sundborg Center for Community Engagement (CCE) provides support for faculty who are interested in participating in the SUYI through academic community-engaged service-learning, community-based research (CBR), fellowship opportunities, and service.

Sinegal Center 140 | 296-2569 | cce@seattleu.edu | www.seattleu.edu/cce/suyi

Sponsored Projects, Office of (OSP) ▲

The Office of Sponsored Projects' (OSP) mission is to ignite and support Seattle University's research, scholarship, and service endeavors. The OSP's primary goals are to:

- **Support the success of our community,**
The OSP offers individual consultations, an institutional subscription to the funding opportunity database – www.grantforward.com, quarterly professional development and scholarly networking events.
- **Celebrate the success of our community, and**
The OSP serves as the university clearinghouse for recognizing and promoting the successes of Seattle University's faculty as scholars to both internal and external audiences.
- **Build a culture of research and scholarship at SU**
Our Faculty Advisory Council helps customize our services to meet the needs of SU's teacher-scholars.

The OSP assists with positioning faculty to be competitive in grant-seeking, the development of grant proposals, post-award administration, and maintaining institutional compliance. The OSP oversees the Summer Faculty Fellowships program, which provides support for faculty to build on previous scholarly or creative endeavors or to move projects in a new direction. Consult with a Sponsored Research Officer to discuss your scholarship agenda and funding needs.

Hunthausen 120 | 296-2597 | osp@seattleu.edu | www.seattleu.edu/sponsored-projects

Student Conduct and Integrity Formation ▲

The mission of Integrity Formation is to cultivate a safe, academically-focused community that fosters student success and engagement. We ask students to take ownership of their choices and provide educational opportunities and resources that foster personal growth, repair harm, rebuild trust, and strengthen each student's relationship with the university. As a Jesuit and Catholic institution, we hold our students to the highest standard of ethical behavior both on and off campus. Our purpose is to:

- Provide a prompt, fair, and equitable process for the accountability of student conduct
- Educate students about their rights and responsibilities
- Encourage the safety, health, and wellness of the campus community
- Promote the development of individual integrity
- Uphold the non-academic rules and regulations of the University
- Guide students toward achieving their academic, personal, and professional goals.

Redhawk Commitment and the Code of Student Conduct: www.seattleu.edu/deanofstudents/policies/code-of-student-conduct

Student Center 320 | 296-6060 | integrity@seattleu.edu | www.seattleu.edu/deanofstudents/integrity-formation

Student Development, Division of ▲

The Division of Student Development includes 14 departments committed to creating an engaged student experience that challenges and supports students. Through the Redhawk Experience we promote and enrich students' education through teaching, mentoring, advising, coaching, and counseling by way of ongoing direct contact with students in their daily lives and co-curricular activities. Please contact us with any questions or concerns if we can be of assistance in supporting students you may work with who are struggling with issues related to transition, adversity, health, wellness, or other life concerns.

Student Center 140 | 296-6066 | OfficeOfStudentDev@seattleu.edu | www.seattleu.edu/studentdevelopment

SU Campus Store ▲

The SU Campus Store is a student-centered academic resource located in the Madison Building, adjacent to Vi Hilbert Hall. Faculty discounts of 20% apply to most items with your faculty ID. Submit textbook orders every quarter through our online textbook adoption system. On-time submission of textbook orders helps the store get more used inventory and ensures the lowest possible prices for students. Students can buy or rent new, used, and digital textbooks in store or online, saving up to 80%. Course Materials Manager is Aaron Klouzal. Order deadlines--Summer Quarter/Fall Quarter/Fall Semester: End of April; Winter Quarter/Spring Semester: End of October; Spring Quarter: End of January.

12th & Madison | 206-325-6002 | klouzala@seattleu.edu | www.seattleu.edu/campus-store

SuperCopy ▲

SuperCopy is the retail arm of the Reprographic and Mailing Services departments, providing the same excellent services to meet the personal needs of the university and community. In addition to copying and printing, we give the professional touch to reports and presentations with our binding, laminating, scanning, and other finishing services. We also sell a variety of stamps and postage so that your letters and packages are delivered safely and on time. Mailing options include U.S. Postal Service delivery (International Airmail up to 1lb) and FedEx. We are a one stop shop for pre-posted drop offs for USPS, FedEx, and UPS. Please visit our website for hours, payment, and a complete listing of products and services.

Pigott Pavilion 010 | 296-6117 | supercopy@seattleu.edu | www.seattleu.edu/supercopy

University Planning ▲

Seattle University is regionally accredited by the Northwest Commission on Colleges and Universities (NWCCU). The Office of University Planning is responsible for making sure the institution is performing up to its accreditor's standards and policies. If you have questions regarding Seattle U's accreditation status, or about policies or requirements of our regional accreditor, please reach out to our office.

Robert Duniway | 296-2145 | rduniway@seattleu.edu | www.seattleu.edu/assessment

University Recreation (UREC) ▲

University Recreation is a center for community and connection that empowers all to live happier and healthier lives. Enjoy a variety of activities all centered on fun, fitness, and personal development; many at no additional cost. Try a Cardio Dance class, rent outdoor gear for cheap, get discounted lift tickets, grab a few colleagues for an Outdoor Volleyball league, or go for a swim. All faculty receive a complimentary membership to UREC, and additional memberships are available for purchase for faculty/staff partners or dependents.

550 14th Ave | 296-6441 | UREC@seattleu.edu | www.seattleu.edu/recreation

Writing Center ▲

The Seattle University Writing Center supports SU students from all levels of writing expertise, voices, experiences, and writing practices to achieve their writing goals. The Writing Center seeks to provide an accessible, anti-oppressive, and collaborative space for learning and growth through one-on-one peer consultations.

We offer individual 50-minute writing consultations to undergraduate and graduate students through various modalities: in-person appointments, as well as online synchronous and asynchronous options are available, depending on university policy for health and safety guidelines.

At faculty request, we offer info sessions to introduce the writing center services and various writing workshops. We serve faculty and staff who seek consultations on developing writing strategies and on exploring ways to effectively respond to students' writing. Faculty members can schedule appointments with professional staff or with undergraduate and graduate consultants who can provide valuable perspectives both as students and as consultants who help their clients respond to writing prompts daily. Faculty members can also submit a draft of their writing assignment prompts for feedback. Visit the writing center webpage to use these resources and explore others. For news, writing tips, and events, follow the SU Writing Center on social media.

Lemieux Library & McGoldrick Learning Commons – 2nd floor | 296-6239 | writingcenter@seattleu.edu | www.seattleu.edu/writingcenter | Director: Hidy Basta, PhD (bastah@seattleu.edu) | Assistant Director: Alex Smith, PhD (smithalexan1@seattleu.edu)