

**RESOURCE LIST FOR DEPARTMENT CHAIRS  
2021-22**

**Your Dean's Office:** First stop for assistance is your dean's office

**Academic & Staff Assistance Program (ASAP)**

Davis: Rob Starkey, Director; [rstarkey@ucdavis.edu](mailto:rstarkey@ucdavis.edu)

112 A Street, Davis – (530) 752-2727

Sacramento: Carol Kirshnit, Director; [cekirshnit@ucdavis.edu](mailto:cekirshnit@ucdavis.edu)

Ticon III, Room 2100, 2730 Stockton Blvd., Sacramento -- (916) 734-2727

<https://www.hr.ucdavis.edu/departments/asap>

Offers confidential, cost-free assessment, intervention, consultation and referral services to all UCD/UCDMC faculty, staff and their immediate families.

**Academic Affairs - Office of the Vice Provost**

Binnie Singh, Assistant Vice Provost,

2nd floor, Mrak Hall – (530) 752-5726

Provides advice and consultation to deans' offices and departments/chairs on issues related to minimizing conflicts involving academic appointees. Delivers training in areas of academic personnel management, including customized workshops.

Paul Harris, Director, Academic Employment and Labor Relations, [peharris@ucdavis.edu](mailto:peharris@ucdavis.edu)

2nd floor, Mrak Hall – (530) 752-2090

Coordinates and manages faculty misconduct allegations and investigations.

Provides support on matters involving represented academic appointees and other academic labor relations issues.

<http://academicaffairs.ucdavis.edu/index.html>

**Accounting and Financial Services**

Matt Okamoto, Assistant Vice Chancellor, Finance; University Controller, (530) 757-8503, [mwokamoto@ucdavis.edu](mailto:mwokamoto@ucdavis.edu)

Courtney Finn, Director, Controls and Accountability, (530) 752-2798, [cmfinn@ucdavis.edu](mailto:cmfinn@ucdavis.edu)

James Ringo, Associate Accounting Officer, Contracts and Grants, (530) 752-8140, [jaringo@ucdavis.edu](mailto:jaringo@ucdavis.edu)

<https://financeandbusiness.ucdavis.edu/finance>

Provides leadership and consultation related to instructional, research, and administrative requirements for financial information and reporting; and ethical business relationships.

**Audit and Management Advisory Services**

Leslyn Kraus, Director, (530) 752-9168, [lkraus@ucdavis.edu](mailto:lkraus@ucdavis.edu)

Tony Firpo, Associate Director, (530) 752-9171, [affirpo@ucdavis.edu](mailto:affirpo@ucdavis.edu)

<https://internalaudit.ucdavis.edu/>

Provides independent and objective assurance, advisory, and investigative services, to the University community and the Board of Regents in order to add value and improve the organization's operations.

**Compliance Office**

Wendi Delmendo, Chief Compliance Officer/Title IX Officer/ADA Officer  
(530) 752-9466, [wjdelmendo@ucdavis.edu](mailto:wjdelmendo@ucdavis.edu)

<https://compliance.ucdavis.edu>

Provides guidance on issues related to ADA and Title IX compliance and whistleblower retaliation.

**Disability Management Services (DMS)**

Davis: (530) 752-6019  
Sacramento: (916) 734-3553

<https://hr.ucdavis.edu/departments/elr/dms>

Provides technical assistance and consultation to supervisors and managers on all aspects of disability management, compliance, and reasonable accommodation.

**Employee and Labor Relations, Human Resources (E&LR)**

Davis: (530) 754-8892  
Sacramento: (916) 734-3362

<https://www.hr.ucdavis.edu/departments/elr>

Provides guidance to managers, supervisors and employees on staff Human Resources issues, including interpretation of policies and procedures and non-academic collective bargaining agreements.

**Graduate Studies**

<https://grad.ucdavis.edu/>

Graduate studies cultivates the best learning experiences for graduate students and postdoctoral scholars at UC Davis.

**Harassment & Discrimination Assistance and Prevention Program (HDAPP)**

Danesha Nichols, Director, [dnnichols@ucdavis.edu](mailto:dnnichols@ucdavis.edu)  
Davis: (530) 747-3864// Anonymous Call Line (530) 747-3865  
Sacramento: (916) 734-3417// Anonymous Call Line (916) 734-2255

<https://hdapp.ucdavis.edu/>

Prevents harassment and discrimination by educating the campus community about these issues; assists individuals and campus units to resolve conflicts related to sexual harassment, discrimination, sexual violence, hate and bias; and serves as the central office for reporting/maintaining records of these complaints.

**Center for Advocacy, Resources, & Education (CARE)**

Sarah Meredith, Director, [sameredith@ucdavis.edu](mailto:sameredith@ucdavis.edu)  
General call line (530) 752-3299  
General email: [ucdcare@ucdavis.edu](mailto:ucdcare@ucdavis.edu)

<https://care.ucdavis.edu/>

### Office of the Ombuds

Lauren Bloom, Director, [lnbloom@ucdavis.edu](mailto:lnbloom@ucdavis.edu)  
Davis: 207 3rd St., Suite 220, Davis, (530) 754-7233  
Sacramento: 2360 Stockton Blvd., Suite 1300, Sacramento, (530) 754-7233

<https://ombuds.ucdavis.edu>

Confidential, independent, impartial, and informal problem-solving and conflict management resource for all members of the UC Davis and UC Davis Health campus communities.

### Office of Research

Research Compliance and Integrity  
Craig Allison, Director -- (530) 752-2454, [ccallison@ucdavis.edu](mailto:ccallison@ucdavis.edu)  
<https://research.ucdavis.edu/>  
<https://research.ucdavis.edu/industry/for-researchers/>

Oversight and administrative support regarding research misconduct, research ethics, financial disclosures, export control, human tissue and specimens, stem cell research, boating/diving safety, etc.

Institutional Review Board (IRB) Administration  
<http://research.ucdavis.edu/policiescompliance/irb-admin>  
John Tupin, Director -- (916) 703-9146, [jdtupin@ucdavis.edu](mailto:jdtupin@ucdavis.edu)  
Human subjects in research

### Safety Services

(530) 752-1493

<https://safetyservices.ucdavis.edu/>

For a complete listing of Safety Services staff, please visit the [Who Do I Call?](#) resource list

### Staff Training and Development (See Academic Affairs for faculty development)

#### Learning and Development

Davis: Staff Development & Professional Services (SDPS) // (530) 752-1766 // <http://sdps.ucdavis.edu/>  
Sacramento: Training & Development // (916) 734-2676

<https://hr.ucdavis.edu/departments/learning-dev>

Offers scheduled training courses on a variety of topics including: diversity awareness, communication skills, leadership development, sexual harassment/discrimination prevention, etc. Can provide customized training and referrals to other external consultants upon request.

### Student Issues

#### Office of Student Support and Judicial Affairs (OSSJA) <http://ossja.ucdavis.edu/>

Stacy Vander Velde, Director; [vandervelde@ucdavis.edu](mailto:vandervelde@ucdavis.edu).  
Supports the University's educational mission by upholding standards of academic honesty and responsible behavior, promoting student development, and by assisting students in need.

#### Student Disability Center (SDC) <http://sdc.ucdavis.edu/>

Jennifer Billeci, Director; [sdc@ucdavis.edu](mailto:sdc@ucdavis.edu)  
Campus unit designated to receive requests for accommodation, approve services, and coordinate support for students with disabilities to ensure equal access to the University's educational programs

**Student Health and Counseling Services (SHCS)** <https://shcs.ucdavis.edu/counseling-services>  
(530) 752-2349 (student appointments) // (530) 752-2351 (faculty consultation) // 219 North Hall  
Confidential, cost-sensitive physical and mental health services for students

**Students of Concern Response Team (530) 752-1128**, Campus Police (752-1230), Student Support and Judicial Affairs (752-1128), or Student Health and Counseling Services (752-2351).  
Reviews behavioral incidents to ensure a systematic response to students whose behavior may be disruptive or harmful to themselves or the UC Davis community.

**Workplace Violence Prevention Committee**

Chair: Rob Starkey, Director, Academic & Staff Assistance Program, (530) 752-2727

<https://www.hr.ucdavis.edu/departments/elr/workplace-violence>

Evaluates issues and coordinates responses in cases of non-emergency workplace intimidation, threat of violence or act of violence.

## **POLICIES**

**APM 015, Faculty Code of Conduct**

<http://www.ucop.edu/academic-personnel-programs/files/apm/apm-015.pdf>

Outlines the rights and responsibilities of faculty, including standards of conduct and examples of unacceptable conduct. Faculty, staff and students may file complaints of alleged misconduct.

**APM 016, University Policy on Faculty Conduct and the Administration of Discipline**

<http://www.ucop.edu/academic-personnel-programs/files/apm/apm-016.pdf>

Outlines the disciplinary process and forms of discipline, and the authority for administering discipline.

**APM 140, Non-Senate Academic Appointees/Grievances**

<http://www.ucop.edu/academic-personnel-programs/files/apm/apm-140.pdf>

Provides non-Senate academic appointees the opportunity to present grievances.

**APM 150, Non-Senate Academics Disciplinary Process**

<http://www.ucop.edu/academic-personnel-programs/files/apm/apm-150.pdf>

Provides the standards and procedures for instituting corrective action or dismissal of non-Senate academic appointees.

**APM 025, Conflict of Commitment and Outside Activities of Faculty Members**

<http://www.ucop.edu/academic-personnel-programs/files/apm/apm-025-07-01.pdf>

Provides guidance for the identification and management of outside professional activities in order to avoid conflicts of commitment, while assuring that faculty subject to this policy may engage in a wide array of outside activities without unnecessary limitations.

**APM 671, Conflict of Commitment and Outside Activities - HSCP**

<http://www.ucop.edu/academic-personnel-programs/files/apm/apm-671.pdf>

Provides guidance for identification and management of outside professional activities of faculty members and HSCP Plan members in order to avoid conflicts of commitment while assuring that faculty may engage in a wide array of outside activities without necessary limitations.

**APM 075, Termination for Incompetent Performance**

<https://www.ucop.edu/academic-personnel-programs/files/apm/apm-075.pdf>

Articulates the conditions under which faculty with tenure or with Security of Employment (SOE) may be terminated for incompetent performance. Specifies the standards for determination of incompetent performance; and the procedure to terminate a tenured professor for incompetence.

**APM 035, Affirmative Action and Nondiscrimination in Employment**

<http://www.ucop.edu/academic-personnel-programs/files/apm/apm-035.pdf>

Addresses non-discrimination (including retaliation and sexual harassment) in academic employment. States the University's commitment to apply every good faith effort to achieve prompt and full utilization of minorities and women in all segments of its workforce where deficiencies exist. These efforts conform to all current legal and regulatory requirements and are consistent with University standards of quality and excellence.

**University of California Policy on Sexual Harassment and Sexual Violence**

<https://policy.ucop.edu/doc/4000385/SVSH>

Addresses the University of California's responsibilities and procedures related to Prohibited Conduct in order to ensure an equitable and inclusive education and employment environment free of sexual violence and sexual harassment. The Policy defines conduct prohibited by the University of California and explains the administrative procedures the University uses to resolve reports of Prohibited Conduct.

**PPM 400-20, Sexual Harassment and Sexual Violence**

<https://ucdavispolicy.ellucid.com/documents/view/41>

Provides guidance to those who believe they have been subject to sexual violence or sexual harassment, or have been accused of sexual violence or sexual harassment, as defined by the UC Policy on Sexual Violence and Sexual Harassment, and describes the University's actions to address those complaints through administrative channels. This policy supplements the UC Policy on Sexual Violence and Sexual Violence.

**PPM 390-30, Bullying and Abrasive Conduct in the Workplace**

<https://ucdavispolicy.ellucid.com/documents/view/105/active/>

Outlines the resources and processes available to address and prevent bullying and abrasive conduct in the workplace, including definitions and procedures for reporting and responding to reports.

**PPM 400-05, Fraud Risk Management (Whistleblower and Retaliation policy)**

<https://ucdavispolicy.ellucid.com/documents/view/553/active/>

Outlines policy and procedure and responsibilities related to the University's Fraud Risk Management Program, which includes internal controls for the prevention, detection, and management of improper government activities.

**APM 520 Employment of Near Relatives**

[https://www.ucop.edu/academic-personnel-programs/\\_files/apm/apm-520.pdf](https://www.ucop.edu/academic-personnel-programs/_files/apm/apm-520.pdf)

**PPM 380-13, Near Relatives and Consensual Relationships**

<https://ucdavispolicy.ellucid.com/documents/view/547/567/>

Describe the policies and procedures to manage employment of near relatives within the same division, department, program, or unit; and consensual relationships between members of the University community. "Near relatives" includes individuals residing within the same household as the employee.

**Employee Contracts** – grievance processes vary by bargaining unit (note there are academic employees who are represented by contracts.)

<https://www.hr.ucdavis.edu/departments/elr/contracts-policies>

## **POLICIES RELATED TO ADVANCEMENT**

**APM 210** <https://ucop.edu/academic-personnel-programs/files/apm/apm-210.pdf>

Lists the review criteria for Academic Senate Series

**APM 220** <https://ucop.edu/academic-personnel-programs/files/apm/apm-220.pdf>

Describes system-wide policy for merits/promotions in the Professor series

**APM 285** <https://ucop.edu/academic-personnel-programs/files/apm/apm-285.pdf>

Describes system-wide policy for the Lecturer SOE series

### **APM UCD 220 and APM UCD 285**

[https://aadocs.ucdavis.edu/policies/apm/ucd-220/ucd-220-\(9-5-06\).pdf](https://aadocs.ucdavis.edu/policies/apm/ucd-220/ucd-220-(9-5-06).pdf)

<https://aadocs.ucdavis.edu/policies/apm/ucd-285.pdf>

Describe campus implementation of APM 220 and APM 285 plus our procedures, checklists, and sample letters

## **POLICIES RELATED TO ALCOHOL AND MARIJUANA (not exhaustive)**

### **PPM 380-18: Use of Intoxicating Substances**

<https://ucdavispolicy.ellucid.com/documents/view/555/active/>

Outlines the policy and responsibilities for the use of intoxicating substances on University property, and resources available to assist individuals seeking support or treatment programs. This section applies to all UC Davis employees and students.

### **PPM 290-70: Controlled Substances**

<https://ucdavispolicy.ellucid.com/documents/view/313>

Describes the requirements and procedures applicable to the procurement, storage, use, transfer, disposal, and inspections of controlled substances used for research and teaching activities at all locations that are the responsibility of UC Davis.

### **PPM 270-21: Sales, Service and Consumption of Alcoholic Beverages**

<https://ucdavispolicy.ellucid.com/documents/view/249>

Outlines policy pertaining to the sale, service, and consumption of alcoholic beverages on all property owned or leased by the University. This policy complies with State laws relating to alcoholic beverages. Information regarding the purchase of alcoholic beverages with University-controlled funds is described in Section 330-80

### **PPM 330-80: Entertainment and Hospitality with University-Controlled Funds**

<https://ucdavispolicy.ellucid.com/documents/view/453>

Outlines policy and procedures governing the manner and extent to which the University may extend hospitality for business purposes. Section VI.A. and B. relate specifically to alcohol.