

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 letters status	Brittany Bailey	3586
CFA related questions	Jen Ellis	3228
Change of address, telephone	Joanne O'Beirne (HR)	2231
ER&D	ProvostFinance@wellesley.edu	
Faculty awards	ProvostFinance@wellesley.edu	
Faculty conference travel	ProvostFinance@wellesley.edu	
Faculty research (sponsored internally)	ProvostFinance@wellesley.edu	
Faculty research (sponsored externally)	pre-award Liz Demski	2079
	post-award Jim Sullivan	2250
Green forms	Brittany Bailey	3586
Hiring student or casual wage research assts.	ProvostFinance@wellesley.edu	
Leave application status (sabbatical/early leaves)	Jen Ellis	} 3228
	Brittany Bailey	
Leave applications (medical/parental/unpaid)	Ruth Frommer	3229
Leave eligibility	Ruth Frommer	3229
Leave (grant applications)	Brittany Bailey	} 3586
	Jen Ellis	
Leave Reports	Brittany Bailey	3586
Mailing labels for faculty	ProvostFinance@wellesley.edu	
Materials for tenure and Other CFA reviews	Jen Ellis	3228
Named Chair Accounts	ProvostFinance@wellesley.edu	

Reimbursement for recruiting expenses	ProvostFinance@wellesley.edu	
Research Accounts	ProvostFinance@wellesley.edu	
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	ProvostFinance@wellesley.edu	
Student research and travel	Jessica Gaudreau	3573
Verification of employment	Human Resources	3202

Budget office

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

Controller's Office

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

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

Controller's Resources

- Business conduct policy manual
- GRH Emergency Evacuation Plan
- FAQs
- Forms
 - Travel
 - Accounts payable
 - Payroll
 - Cashier
 - General accounting
 - Sponsored Programs forms

Human Resources

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

- HR staff contacts
- Events
- What's New
- Benefits
- Work/Life
- Job Seekers
- New Faculty & Staff
- Current Faculty & Staff
- Managers & Supervisors
- Forms

Registrar's Office

Faculty Support Line: Ext. 2394

<https://www.wellesley.edu/registrar> OR email: registrar@wellesley.edu

For Faculty and Staff

Calendars	Curriculum
Class Lists	Exams
Classroom Assignments	Forms
Classroom Occupancy Report	Grades: Instructions for online grading; grading policies
Course Browser	SEQs