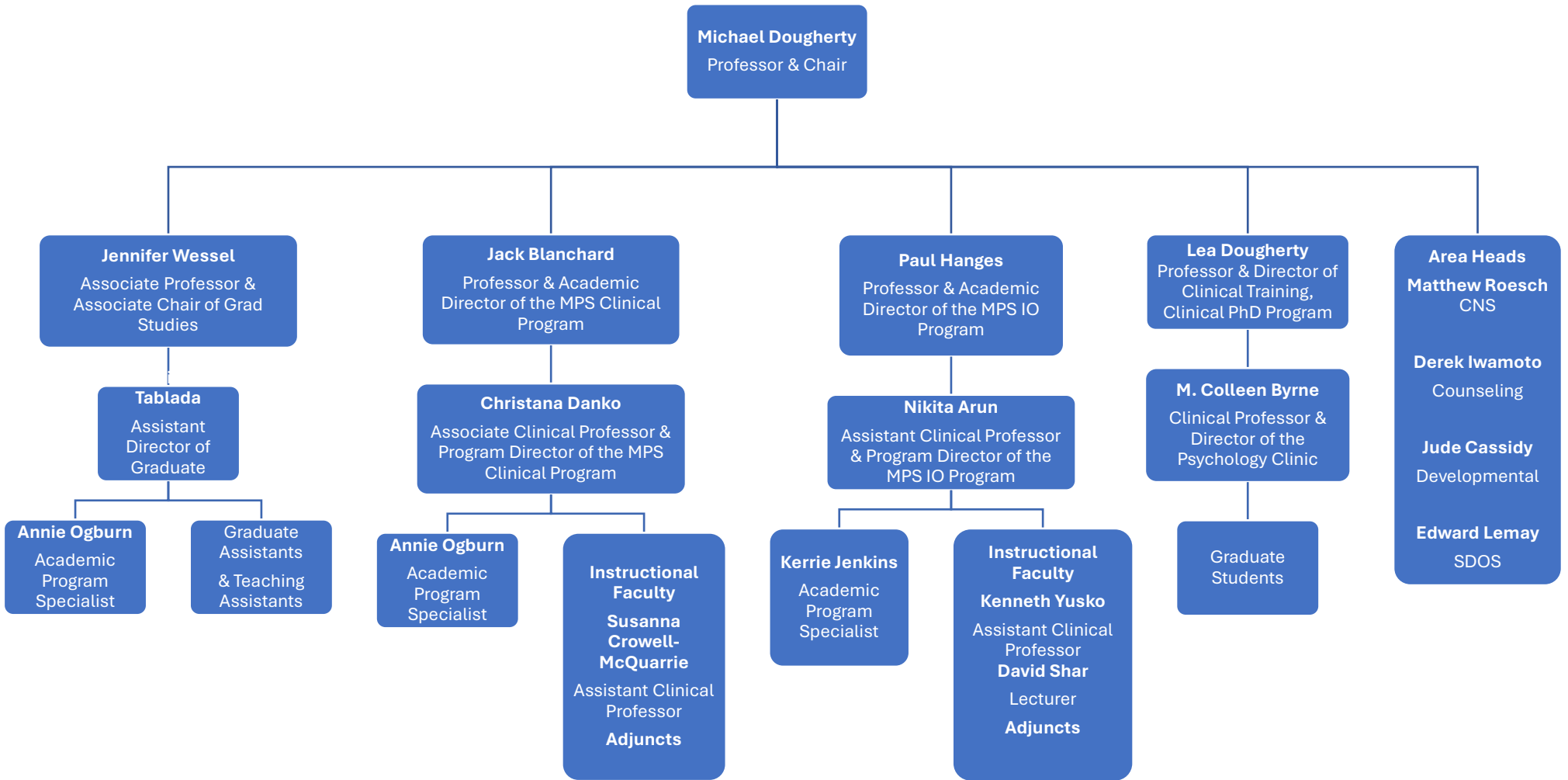


Department Responsibilities

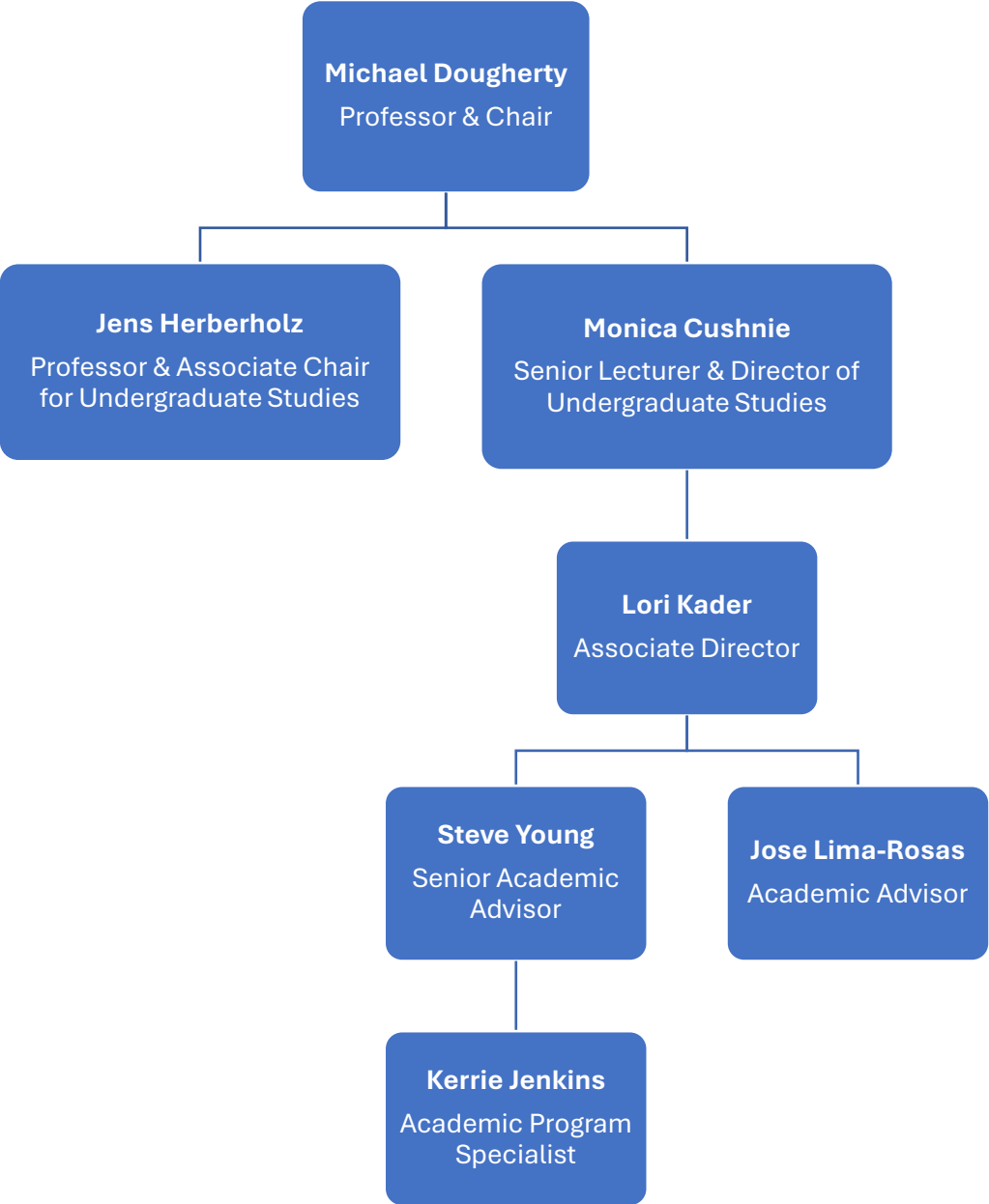
Revised July 2026

Responsibilities	Primary Contact	Back up Contact
Advising Issues (Graduate-PhD)	PSYCPHD@umd.edu	PSYCPHD@umd.edu
Advising Issues (Undergraduate)	Undergraduate Advising Office	BSOS Advising
Animal Issues	Matthew Roesch	Institutional Animal Care and Use Committee (IACUC)
Benefits Issues	PSYCPayroll@umd.edu	PSYCPayroll@umd.edu
Book Orders	University Book Center (301-314-7839)	n/a
Chair Calendar/Other Chair Issues	Hannah Winfield	Joanne Leffson-Bryant
Class Scheduling (Graduate)	Archilline Tablada	Jennifer Wessel
Class Scheduling (Undergraduate)	Jens Herberholz	Kerrie Jenkins/Jose Lima Rosas
Commencement	Lori Kader & Archilline Tablada	Monica Cushnie
Copier Repair	Tony Chan	n/a
Course Room Assignments	See class scheduling	n/a
Appointment or Evaluation, Promotion and Tenure	Hannah Winfield	Joanne Leffson-Bryant
Facilities	Enamul Haque	Joanne Leffson-Bryant
Foundation	PSYCBusinessOffice@umd.edu	PSYCBusinessOffice@umd.edu
General Questions	Front Desk (1121BPS Suite & 5-5862)	Hannah Winfield
Grade Changes (Graduate-PhD)	Archilline Tablada	Archilline Tablada
Grade Changes (Undergraduate)	Lori Kader	BSOS Dean's Office (Giselle Denbow)
Graduate Admission (PhD) Inquiries	PSYCPHD@umd.edu	PSYCPHD@umd.edu
Graduate Program: MPS Clinical Psychological Studies	PSYCMasters@umd.edu	Christina Danko
Graduate Program: MPS Industrial Organization	iomps@umd.edu	Nikita Arun
Graduate Program Policies and Procedures	Archilline Tablada	Jennifer Wessel
Graduate TA Assignments	Archilline Tablada	Jennifer Wessel
IRB Issues	Tracy Riggins	Institutional Review Board (IRB)
IT Orders and Issues	psyc-it@umd.edu	psyc-it@umd.edu
Keys & Building Access	PSYCBuildingAccess@umd.edu	PSYCBuildingAccess@umd.edu
Mail	Hannah Winfield	Hannah Winfield
Maintenance on Computers	Tony Chan	n/a
Parking	PSYCParking@umd.edu	PSYCParking@umd.edu
Participant Payments	PSYCSubjectPayments@umd.edu	PSYCSubjectPayments@umd.edu
Payroll	PSYCPayroll@umd.edu	PSYCPayroll@umd.edu
Personnel Contracts	PSYCPayroll@umd.edu	PSYCPayroll@umd.edu
Post-Award Management	William Liden	Joanne Leffson-Bryant
Post-Award Sub-award, Consultant and Procurement Agreements	Koda Smith	William Liden
Pre-Award Management	Meredith Tabor	Joanne Leffson-Bryant
Procurement	PSYCPurchases@umd.edu	PSYCPurchases@umd.edu
Registration Block (Graduate)	Annie Ogburn	Archilline Tablada
Registration Block (Undergraduate)	Lori Kader	Jose Lima Rosas, Steve Young or BSOS Advising
Reimbursements	PSYCBusinessOffice@umd.edu	PSYCBusinessOffice@umd.edu
Scholarships	PSYCPayroll@umd.edu	PSYCPayroll@umd.edu
Searches	PSYCPayroll@umd.edu	PSYCPayroll@umd.edu
SONA	Kerrie Jenkins	Steve Young
Supplies (Office)	Front Desk (1121BPS Suite & 5-5862)	PSYCPurchases@umd.edu
Telephone Orders/Issues	Tony Chan	Enamul Haque
Travel Questions	PSYCTravel@umd.edu	PSYCTravel@umd.edu
Tuition Remission	PSYCPayroll@umd.edu	PSYCPayroll@umd.edu

Graduate Programs



Undergraduate Programs



Business and Faculty Services, Facilities and IT Support

