

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	8
Faculty Ombudsperson	10
Human Resources: Academic Operations	11
InformSU	12
Institutional Research (IR)	13
President, Office of the – Eduardo M. Peñalver	16
Registrar, Office of the	16
Strategic Initiatives, Office of	18
Student Conduct and Integrity Formation	18
University Planning	20
COMMUNICATION	
Marketing Communications (MarCom)	15
SU Today	20
EMAIL LISTSERVS	
Queer-Net	3
Seattle University People of Color (SUPOC)	3
Term faculty	3
FACILITIES & SERVICES	
Facilities Services	10
Mailing Services	15
University Recreation (UREC)	20
MISSION & SERVICE	
Campus Ministry	4
Sundborg Center for Community Engagement (CCE)	5
Center for Environmental Justice & Sustainability (CEJS)	6
Center for Jesuit Education (CJE)	7
Community Engaged Learning Faculty Fellowship (CELFF)	7
Community Engaged Writing Faculty Fellowship (CEWFF)	7
Indigenous Peoples Institute (IPI)	11
Institute for Catholic Thought & Culture (ICTC)	13
Seattle University Youth Initiative (SUYI)	17
RESEARCH	
Center for Environmental Justice & Sustainability (CEJS)	6
Center for Faculty Development	6
Consortium of Interdisciplinary Scholars	8
Indigenous Peoples Institute (IPI)	11

RESEARCH (continued)	
Institute for Catholic Thought & Culture (ICTC)	13
Institutional Review Board (IRB)	13
Lemieux Library & McGoldrick Learning Commons	14
Sponsored Projects, Office of (OSP)	17
REFERRAL SERVICES FOR STUDENTS	
Academic	
Bellarmino Advising Center (Student Academic Services)	4
Career Engagement	5
English Language Learning Center (ELLC)	10
Learning Assistance Programs (Student Academic Services)	14
Lemieux Library & McGoldrick Learning Commons	14
Math Lab	15
Writing Center	21
Educational Opportunities	
Education Abroad	9
Fellowships, Office of	11
International Student Center (ISC)	14
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)	9
Disability Services (Student Academic Services)	9
Indigenous Peoples Institute (IPI)	11
Multicultural Affairs, Office of (OMA)	16
Student Development, Division of	19
TEACHING	
Sundborg Center for Community Engagement (CCE)	5
Center for Digital Learning & Innovation (CDLI)	6
Center for Faculty Development	6
Student Conduct and Integrity Formation	18
Writing Center	21
Teaching Materials	
Copyright Compliance, located in Reprographic Services	8
Reprographic Services	17
SU Campus Store	19
SuperCopy	19
TECHNOLOGY	
Canvas Help Center	4
Center for Digital Learning & Innovation (CDLI)	6
Information Technology: Classroom Services	12
Information Technology: Service Desk	12

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

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

Term faculty ▲

The NTT (non-tenure-track) faculty email listservs are a means for Term faculty colleagues across campus to keep in touch with each other. They are also 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 Term faculty.

NTT-Faculty@seattleu.edu

There are also two lists dedicated to private messaging between either full-time or part-time Term faculty. Only full-time Term faculty members can send to the Full-Time list, and only part-time Term faculty members can send to the Part-Time list.

NTT-Faculty-Full-Time@seattleu.edu

NTT-Faculty-Part-Time@seattleu.edu

As soon as your email account is set up as a Term faculty member, you will automatically join the appropriate NTT faculty listserv, so you don't need to contact anyone to sign up.

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 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 with the reporter and other campus resources, and initiates appropriate responses to specific behavioral concerns. The CARE Team also considers circumstances that may involve threats to the safety and security of the University community and works to identify appropriate responses. 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 | [Dean of Students Website](#)

Career Engagement ▲

The Career Engagement Office welcomes students with resources and programs to equip them 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 Redhawk Landing and ongoing events, such as Career Treks. Several other exclusive access portals (Handshake, CareerShift, FirstHand, Lockin China) 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 competencies that already exist 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 | [Career Engagement Website](#)

Sundborg 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, 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).

Sinegal Center 140 | 296-2569 | cce@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 that seeks to inspire and prepare a generation of leaders to meet the unprecedented ethical challenge facing us all in the early 21st century: forging a sustainable relationship between humankind and planet Earth and doing so in ways that foster justice within and between societies. CEJS inspires care for our communities through the research and practice of social, economic, and environmental sustainability and seeks to 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 SU students and employees with the community and advance public policy; and
- promoting Seattle University's climate action and campus sustainability performance.

Phillip Thompson, Director (296-5521) | Yolanda Cieters, Sustainability Manager (220-8400) | 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

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 program's purposes 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 business 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. 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 and review our [Quick Reference Guide](#) for assistance.

296-6996 | www.seattleu.edu/facilities

Faculty Ombudsperson ▲

**Note: The University is currently hiring for this position.*

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!

296-2517 | kwane@seattleu.edu | [Office of Fellowships Website](#)

Human Resources: Academic Operations ▲

The Academic Operations staff within the Human Resources Office and under the guidance of the provost 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. The Human Resources Office also provides resources for faculty and staff members related to benefits, leave administration, compensation, faculty and staff relations, recruitment support, and specific assistance to those faculty members who supervise staff employees. Many faculty members' first interaction is with the human resources benefits staff who guide new and returning faculty through the benefits enrollment process including health and welfare benefits, wellbeing, tuition remission, and retirement accounts. HR is also responsible for compliance and policy interpretations related to applicable employment laws and university policies related to employment. Finally, faculty and their dependents are able to access further information regarding human resources on the Human Resources home page, www.seattleu.edu/hr.

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

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

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 participant research while protecting individuals' rights, well-being, and privacy, 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 questions, visit the IRB home page (www.seattleu.edu/irb), email irb@seattleu.edu, or call 206-296-2585.

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, 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 access our available resources 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 | [Learning Assistance Programs Website](#)

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. OMA also provides tangible, basic needs resources for students in the form of OMA Emergency Fund and SU Food Security Initiative. A key component of the Food Security Initiative is the SU Food Pantry, which is operated by and located in OMA (Pavilion 180). At its core, OMA is about building meaningful connections with students and colleagues to co-create a campus 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 ▲

President Eduardo Peñalver joins with the Arrupe Jesuit Community in welcoming new faculty to the University. He invites engagement with individual faculty on special projects, courses, and committees. The Office of the President, in collaboration with the Center for Jesuit Education, sponsors Mission Day for the development of faculty and staff in Seattle University's mission. Faculty are invited to various events and meetings sponsored by the President — Mass of the Holy Spirit, forums, appreciation events, lectures, etc. The President collaborates with the University's Senior Leadership, Board of Trustees, and external constituencies in support of the university's mission. For scheduling, please complete the [Invite the President](#) form or contact the President's Senior Executive Coordinator, Monica Scott.

Administration 109 | 296-1891 | president@seattleu.edu | [Office of the President Webpage](#)

Registrar, Office of the ▲

The Office of the Registrar provides consultation to faculty on a wide range of administrative processes related to curricular change and implementation. We also provide guidance in the interpretation of academic policy and ways to comply with the Family Educational Rights and Privacy Act (FERPA). Primary services include academic record preservation, academic schedule building and classroom assignments, 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, as well as degree verification and transcript fulfillment.

Vi Hilbert Hall, Redhawk Service Center | 220-8030 | registrar@seattleu.edu | [Registrar's Office Webpage 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 pull-up banner stand packages, custom stickers and magnets. To submit your order, 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) serves as a hub for research development at Seattle University, charged with obtaining and managing external funding. 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 Fellowship program, which provides support for faculty to build on previous scholarly or creative endeavors or to move projects in a new direction.

We support all faculty through individual consultations, quarterly learning opportunities, and hosting events to highlight SU's scholarly achievements. Regardless of whether or not you plan to pursue external funding, the OSP is an excellent starting place for discussing your scholarly agenda.

Get started any time by scheduling an individual consultation with [an OSP Team Member](#).

Explore our web resources: [Find Funding](#) | [Apply for a Sponsored Project](#) | [Workshop Resource Archives](#)

Hunthausen 120 | osp@seattleu.edu | [Office of Sponsored Projects Website](#)

Strategic Initiatives, Office of ▲

The Office of Strategic Initiatives leads and facilitates institutional efforts to achieve Seattle University's [mission and vision](#) through our strategic plan, [Reigniting Our Strategic Directions](#). This office guides ongoing institutional strategic planning and coordinates the Seattle University community's conception and implementation of new strategic initiatives. The Vice President for Strategic Initiatives and the Core Team provide planning, project management and communications support to the working groups tasked with completing the initiatives under each of our strategic goals.

strategic-initiatives@seattleu.edu | [Office of Strategic Initiatives Website](#) | [Strategic Directions Website](#)
| [Reigniting Our Strategic Directions 2022-2027 Public Website](#)

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 we work to 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 educational priority is for integrity formation at Seattle University to challenge and support students to reflect on their actions and decisions in an educational and developmental experience that promotes integrity in our diverse and inclusive community. Three educational pillars hold up this priority with specific learning outcomes for student's participation with conduct administrators:

- Engagement: Students can engage with the integrity formation process to share their experiences, make connections with SU community members, learn about expectations, and connect with supports and resources. Through these actions, students can move through the process with honesty, integrity, and respect.
 - Students will be able to explain what it means for them to act in a way that is aligned with the Jesuit values of Seattle University.
 - Students will be able to demonstrate understanding of the process.
 - Students will articulate how they plan to be involved in the SU community moving forward.
- Discernment: Students can reflect on their experiences and choices to better discern their role in the community and their impacts on others and themselves. By considering their actions from a variety of perspectives, students can understand their place in the community and consider changes to their future decision-making.
 - Students will be able to articulate how their behavior impacted others.
 - Students will be able to articulate their decision-making process.
 - Students will be able to articulate connections between their values and decision making, and our Jesuit values.
- Growth: Students can develop a greater understanding of themselves and create a plan where they can access support and resources to work toward future success.
 - Students will be able to identify resources available to them to promote future success.
 - Students will be able to articulate new skills to inform future success.

[Redhawk Commitment and the Code of Student Conduct](#)

Student Center 320 | 296-6060 | integrity@seattleu.edu | [Integrity Formation Website](#)

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

SU Today (part of MarCom) ▲

SU Today is the university's one-stop destination for messages, information, and events. In addition to the main feed, the site includes links to other sources of university announcements and news.

A companion SU Today e-mail, which highlights the latest updates to the site, is sent twice a week during the academic year (Tuesdays/Thursdays) and once during the summer (Wednesdays) to faculty and staff and to the entire campus community when applicable. The campus community is encouraged to utilize the regular SU Today updates for disseminating announcements. A submission form for announcements can be found on the site.

SU Today is part of Marketing Communications.

O'Brien Center (715 13th Ave) | 296-6135 | theem@seattleu.edu | [SU Today Website](#)

University Planning ▲

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

Bob Duniway | 296-2145 | rduniway@seattleu.edu | www.seattleu.edu/accreditation

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. Faculty and staff have free access to the Eisiminger Fitness Center as well as various recreation programs. The fitness center includes: cardio and strength floors with three studio spaces, basketball and multi-activity courts, tennis and racquetball courts, as well as a pool and saunas. A variety of Group Fitness classes are available each week for free along with discounted Personal Training packages. Faculty and staff can also participate in free Intramural leagues for volleyball, basketball, trivia and more! Additionally, they may receive discounts on group trips, outdoor gear rentals, climbing and ski passes. Spouses, dependents, and LDA of faculty and staff are eligible to purchase a membership with UREC.

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)