



## PROVOST & ACADEMIC DEAN'S OFFICE

***Evan T. Lee, Acting Provost & Academic Dean***

***(415) 565-4682***

***[lee@uchastings.edu](mailto:lee@uchastings.edu)***

- Oversees the academic program
- Oversees all faculty and faculty matters
- Oversees Associate Deans & Assistants Deans
- Oversees the Law Library, clinics, centers, academic programs, Enrollment Management and the Career Office

***Jeff Lefstin, Associate Academic Dean***

***(415) 565-4682***

***[lefstinj@uchastings.edu](mailto:lefstinj@uchastings.edu)***

- Oversees all student matters, student code/academic regulations/ DQ
- Student advising/counseling
- Oversees Student Services, Records, DRP and academic support group
- Support and collaborate student programs

***Scott Dodson, Associate Dean for Research***

***(415) 565-4682***

***[dodsons@uchastings.edu](mailto:dodsons@uchastings.edu)***

- Mentoring of tenure track faculty
- Colloquiums, works in progress, symposiums and campus wide lectures
- Research and publications
- Visiting Scholar Exchange Program
- Oversees Scholarly Publications and textbook procurement

***Maria Burgos, Manager, Faculty Support Services***

***(415) 581-8828***

***[burgosm@uchastings.edu](mailto:burgosm@uchastings.edu)***

- Assistant to the Provost & Academic Dean
- Office Manager to Academic Dean's Office and oversee faculty support/services
- Manages the academic division budget, chairs/ professorship accounts, faculty research accounts and all related budget matters.
- Faculty appointments and contracts

***Gloria Davis, Executive Assistant***

***(415) 565-4864***

***[davisgl@uchastings.edu](mailto:davisgl@uchastings.edu)***

- Assistant to Associate Academic Dean
- Academic Dean's front office coordinator
- Student confidential matters
- Student employment authorizations/ research assistants
- Student awards, scholarships, writing competitions and events

***Roslyn Foy, Manager College Event Center, Executive Assistant***

***(415) 581-8935***

***[foyr@uchastings.edu](mailto:foyr@uchastings.edu)***

- Assistant to the Research Dean
- Faculty event coordinator for conferences, colloquia, works in progress, campus-wide lectures and symposia
- Oversee College Event Center
- Assists the Provost & Academic Dean & Manager the Faculty Support Services
- Faculty Profiles and web pages
- Faculty/AD department office coordinator and office space

***Nancy Kato, Administrative Assistant***

***(415) 565-4841***

***[katon@uchastings.edu](mailto:katon@uchastings.edu)***

- Scheduling courses, room assignment and coordinating teaching schedules
- Course catalog, Academic Regulations and Faculty Rules and Procedures
- Academic Calendar
- Sabbatical Rankings
- Adjunct and Visiting Faculty profiles and web pages