



ACADEMIC DEAN'S OFFICE STAFF INFORMATION

Academic Dean Shauna Marshall

(415) 565-4682

marshall@uchastings.edu

Oversees academic programs including:

- All Faculty matters
- The development of departments including law library, clinics, centers, admissions and financial aid, records and career services
- Department support

Associate Academic Dean Keith Wingate

(415) 565-4682

wingatek@uchastings.edu

Oversees all Student matters

- Student code and conduct
- Oversees Academic Support, Disability Resources, Instructional Media, LEOP, Records, Scholarly Publications and Student Services
- Academic Support Group

Research Dean Evan Lee

(415) 565-4682

lee@uchastings.edu

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

Maria Burgos, Manager of Faculty Support Service

(415) 581-8828

burgosm@uchastings.edu

- Office Manager, Academic Dean's Office
- Oversees Faculty Support Services
- Assistant to the Academic Dean
- Faculty matters
- Faculty special events
- Teaching contracts
- AD and faculty budget matters



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Gloria Davis, Executive Assistant
(415) 565-4864
davisgl@uchastings.edu

- Assistant to Associate Academic Dean
- Student matters
- Student employment authorizations
- Student awards, scholarships and writing competitions
- Misc. student events, orientations and informational briefings

Susan Esveld, Scheduling Coordinator
(415) 565-4841
esvelds@uchastings.edu

- Scheduling courses and assigning rooms
- Scheduling and coordinating teaching schedules
- Course catalog
- Academic regulations
- Faculty rules and procedures
- Adjunct Faculty approvals
- Academic Calendar
- Sabbatical Rankings
- Academic Supervision
- Adjunct Faculty profiles and web pages

Roslyn Foy, Executive Assistant, Conference Coordinator
(415) 581-8935
foyr@uchastings.edu

- Assistant to the Research Dean
- Faculty event coordinator for conferences, colloquia, works in progress, campus wide lectures, symposia
- Assists the Academic Dean's Office and the Academic Dean
- Faculty Profiles and web pages
- Academic Dean's Webpage
- Visiting Scholar Coordinator
- Faculty Office Coordinator