

**Department of Psychology**  
**First Person to Contact**

<b>Department Administration</b>			
Department policies/guidelines	Department website/ S drive	Department bylaws	Dr. Heather Lench
Subject pool	Dr. Brandon Schmeichel	Faculty grievances	Dr. Heather Lench
Faculty development	Dr. Sherecce Fields	Website	Jeannine Scambray
Physical Inventory	Audra Garcia	Newsletter	Dr. Steve Rholes
		Course scheduling	Dr. Sherecce Fields
Keys	Jeannine Scambray	Room scheduling	Jeannine Scambray

<b>Undergraduate Education</b>			
Student grievances	Dr. Rebecca Schlegel	Honors programs	Stephanie Thomsen
High impact experiences	Dr. Rebecca Schlegel	Curricular development	Dr. Rebecca Schlegel
Grade changes	Advising Office	Syllabus review	Dr. Rebecca Schlegel

<b>Graduate Education</b>			
Student grievances	Dr. Takashi Yamauchi	Admissions	Dr. Takashi Yamauchi
Curricular review	Dr. Takashi Yamauchi	Graduate teaching development for 107	Dr. Rachel Smallman
Graduate fellowships and awards	Dr. Takashi Yamauchi	Course scheduling	Dr. Sherecce Fields
Degree plan approvals	Dr. Takashi Yamauchi	OGAPS rules, compliance	Dr. Takashi Yamauchi
Training series for teaching in psychology	Dr. Takashi Yamauchi	Professional development	Dr. Sherecce Fields
Grade changes	Peggy Brigman	Career Support	Dr. Sherecce Fields

<b>Business Services</b>			
Account Balances	Brooklynn Smith	Purchasing	Fritzie Freeman
Hiring & Payroll	Brooklynn Smith	CONCUR	Fritzie Freeman
Time & Effort, Leave	Brooklynn Smith	Travel Cards	Fritzie Freeman
Single sign-on reset	Brooklynn & Lorie	Credit Card check out	Fritzie Freeman
Cash for participants	Brooklynn Smith	Working Funds Direct Payments	Brooklynn Smith
Faculty Workstation	Brooklynn Smith	I-Payments	Fritzie Freeman
HR Liaison	Brooklynn & Lorie	Key Checkout	Jeannine Scambray
Staff & Faculty ID's	Brooklynn & Lorie	Copy Codes	Audra Garcia
Human Resources	Brooklynn Smith	Supply Ordering	Audra Garcia
MAESTRO, Grants budgets	Brooklynn Smith	Inventory	Audra Garcia
Start up questions	Lorie Tubbs	Graduate Tuition/Fees	Peggy Brigman
Contract administration	Lorie Tubbs	Department Parking	Lorie Tubbs
TAMU Rules & Regulations	Lorie Tubbs	Grant Development	Brooklynn Smith