

**Department of Psychology
First Person to Contact**

Department Administration			
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. Brent Donnellan	Website and newsletter	Jeannine Scambray
Physical Inventory	Dr. Terry Barnhardt	Facilities development	Dr. Terry Barnhardt
Moving/space	Dr. Terry Barnhardt	Course scheduling	Dr. Terry Barnhardt
Keys	Jeannine Scambray	Room scheduling	Jeannine Scambray

Undergraduate Education			
Student grievances	Dr. Mindy Bergman	Honors programs	Lori Johnson
High impact experiences	Dr. Mindy Bergman	Curricular development	Dr. Mindy Bergman
Grade changes	Grad Staff	Syllabus review	Dr. Mindy Bergman

Graduate Education			
Student grievances	Dr. Charles Samuelson	Admissions	Dr. Charles Samuelson
Curricular review	Dr. Charles Samuelson	Graduate teaching development for 107	Dr. Rachel Smallman
Graduate fellowships and awards	Dr. Charles Samuelson	Course scheduling	Dr. Terry Barnhardt
Degree plan approvals	Dr. Charles Samuelson	OGAPS rules, compliance	Dr. Charles Samuelson
Training series for teaching in psychology	Dr. Charles Samuelson	Professional development	Dr. Charles Samuelson
Grade changes	Grad Staff		

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