

## ***Quick Reference—Numbers to Know Where do I begin?***

When you are seeking advice on an HR issue, we always recommend that your first stop be your College HR office as in many cases they have the information and expertise to answer your questions. They can also work to facilitate working with the various offices below depending on the nature of the situation.

**Access and Equity:** <http://www.uic.edu/depts/oea/>, 312-996-8670, 717 MAB

Questions on issues regarding unlawful discrimination and harassment both related to internal and external charges and related University policies, diversity issues, equal opportunity, the academic search process, ADA accommodations for persons with disabilities, dispute resolution services and training in sexual harassment awareness, the Americans with Disabilities Act, and other related topics as needed

**Faculty Affairs:** <http://www.uic.edu/depts/oa/faculty/>, 312-413-3470, 2715 UH

Questions regarding promotion and tenure, underrepresented minority recruitment and mentoring, emeritus requests, new faculty programs, teaching and learning, faculty awards

**Faculty Affairs HR:** <http://www.uic.edu/depts/oa/fahr/>, 312-355-2412, 1253 S. Halsted, Ste. 303

Questions regarding faculty employment matters including tenure rollbacks/holds, separation agreements, offer letters, tenure review, appointment processing, overcompensation, sabbatical and other leaves of absence, reemployment of retirees

**Legal Counsel:** <http://www.legal.uillinois.edu/services/index.html>, 312-996-7762, 405 AOB

Questions involving possible litigation or legal claims, legal advice, employee/employer rights related to employment, subpoenas

**International Services:** <http://www.ois.uic.edu/>, 312-996-3121, 2160 SSB

Questions regarding the hiring of international faculty and staff, visa requirements, advice on immigration and related government and university policies, immigration advising related to students

**UICHR:** <http://www.uic.edu/depts/hr/index.shtml>, See website for phone numbers and locations of various sections including compensation, labor and employee relations, recruitment and staffing, organizational effectiveness, and employee records

Questions regarding academic professional, civil service, and graduate student employment matters including job descriptions, union questions, new employee orientation, civil service discipline