Department Resources – DEPARTMENT ADMINISTRATION: General Information

The Administration section covers the following information: Department Office, Bagley Bulletin, Mail, E-mail, Telephones, Keys, Paychecks, Parking Permits, Building Use Permits, Copy Machines, and Fax Machine.

GENERAL DEPARTMENT CONTACT INFO:

- Department of Chemistry
  Box 351700
  University of Washington
  Seattle, WA 98195-1700
  Phone: 206-543-1610
  Fax: 206-685-8665
  E-mail: maindesk@chem.washington.edu

  Department Chair: Paul B. Hopkins (206.543.1611)
  Associate Chair for Undergraduate Education: Philip J. Reid (206.543.6147)
  Associate Chair for Graduate Education: Robert Synovec (206.685.2328)
  Executive Director: Gary Pedersen (206.543.1612)

BUILDING COORDINATOR:

- Brian Holm (BAG 82B, 206-543-1616) is the Building Coordinator for:
  Bagley Hall (BAG)
  Chemistry Building (CHB)
  Chemistry Library (CHL)

DEPARTMENTAL OFFICE:

The Chemistry departmental office, Bagley 109, is normally open from 8:00 a.m. to noon and from 1:00 p.m. to 5:00 p.m. It is closed for lunch from noon to 1:00 p.m. Please consult this office for assistance on administrative matters.

Chemistry Department official notices are posted on the bulletin boards inside and outside of the mailroom (Bagley 103).

BAGLEY BULLETIN:

During the academic year, bulletins are published by the Department of Chemistry on Fridays to keep you aware of current news and events, including seminar schedules. The Bulletin is distributed by e-mail. Please submit copy for the Bulletin to the receptionist in Bagley 109 at least one day prior to publication. To submit copy by e-mail, send to: maindesk@chem.washington.edu

MAIL:

Each Chemistry faculty, staff, and graduate student is assigned a mailbox in the Bagley 103 mail room. Campus and U.S. mail is collected in the mailroom at 8:30 a.m. and 1:30 p.m., and distributed twice daily, Monday through Friday. All outgoing mail must have barcode labels. Barcodes are ordered by the HR Manager, 109G Bagley.

Campus mail service is restricted to University-related business ONLY. Please do not use this mail service for your personal mail. As soon as you have a Seattle address, please give it to your correspondents so that your mail will be delivered to your home. This applies particularly to journals, magazines, 3rd class mail, etc.

United Parcel Service (UPS)

Regular pick-up is scheduled in BAG 109, Monday through Friday, at 3:45 PM. There is a drop of box located behind Bagley Hall on Okanogan Way with a scheduled pick-up time of 4:50 PM, Monday through Friday. UPS will not deliver liquids, dry ice or possibly hazardous material.
Fed-Ex
You must contact the Purchasing and Accounting Manager (BAG 109Q) in order to send a Fed-Ex package. Fed-Ex will transport liquids, dry ice or other material if it is properly labeled. Also, Fed-Ex must be contacted directly if you wish to schedule a pick-up at the BAG 109 front desk; there are no regularly scheduled pick-ups.

NOTE: When sending a package either UPS or Fed-Ex, you must indicate on the Reference Number line the budget number and 6-digit project number (C0****) to be charged (ex. “06-9999 CO5555” or “99-9999”). The return address is:

Your Name, Title
University of Washington
Department of Chemistry
Bagley Hall, Room 36
Campus 351700
Seattle, WA 98195-1700

E-MAIL
E-mail is made available to University faculty and staff solely for the purpose of facilitating effective business operations. Regulations promulgated by the Washington State Executive Ethics Board place significant constraints on non-University related use. Under those regulations, employees may use University-provided e-mail for personal communications in a manner comparable to what is allowed for personal local use of University telephones.

During 2001, the State Executive Ethics Board clarified the permissible uses of e-mail and the internet given today’s work environment. Consistent with the newly amended rule on the use of state resources (WAC 292-110-010), faculty and staff may have limited personal use of computers, electronic mail and the internet, so long as that use:

- Is of little or no cost to the state.
- Is brief in duration, occurs infrequently, and is the most effective use of time and resources.
- Does not interfere with the employee’s official duties.
- Does not disrupt University business
- Does not disrupt other employees or obligate them to make personal use of state resources.
- Does not compromise the security or integrity of state property, information or software.

State laws continues to prohibit the use of University computers to access computer networks or other databases, including the internet and electronic mail, for personal business-related, commercial, campaign or political purposes, or to promote an outside business group or to conduct illegal activities. Additionally, employees are prohibited from allowing any member of the public to make personal use of state computers and computing resources. E-mail and other uses of University computers may constitute an Ethics violation if the use is political, commercial, or excessive. Examples of improper or excessive use are included in the FAQs maintained by the Executive Ethics Board (http://www.wa.gov/ethics/).

It is important to recognize that while limited personal use of e-mail may not result in an Ethics violation; all e-mail messages – unlike telephone calls – are public records and are subject to public inspection under state public records law. If you have questions or concerns about this issue, please contact provost@u.washington.edu.

TELEPHONES:

There are four telephone prefixes: 685, 616, 543, 221. If you are dialing another office on campus, you need only dial the last 5 digits of the person’s phone number. If you are dialing outside of campus, you must dial 9, the area code and phone number.
Department Phones: Telephones are provided by the Department only for official business. Do NOT make personal, long-distance telephone calls from department telephones.

Personal long distance phone calls are not authorized. To make an authorized long distance call, use the UWATS network. See the Key Custodian in Bagley 109 for more information.

During business hours, incoming telephone messages received in the Chemistry Office will be transmitted by e-mail if possible or will be placed in your mailbox. Be assured that in case of real emergency, a message will be transmitted directly to you, if at all possible.

Emergency Phones: There are emergency phones in the east-west corridors on each floor of Bagley Hall and in the main corridors in CHB. Lift the phone and you are automatically connected with the Security Division.

**KEYS:**
See section “Department Resources – Buildings, Keys, Modification, Maintenance, Use: BUILDING KEYS”.

**PAYCHECKS:**
Chemistry Department paychecks are available from the Payroll Coordinator in Bagley 109E after 1:30 p.m. on the 10th and 25th of the month. If a payday falls on Saturday, you will be paid on the preceding Friday. If a payday falls on Sunday, you will be paid the following Monday. If a payday falls on a holiday, you will be paid the preceding workday.

**PARKING PERMITS:**
Parking permit applications are available at Parking Services (3109 University Way). For more information visit [http://www.washington.edu/admin/parking/purchase.html#PERMFAC](http://www.washington.edu/admin/parking/purchase.html#PERMFAC)

**BUILDING USE PERMITS:**
Chemistry faculty, graduate students, and administrative personnel who have keys are also issued Building Use Permits. Permits may not be transferred and must be carried at all times. They must be shown to University Police Officers when requested. If you do not have a valid Building Use Permit after hours, you will be asked to leave the building and your keys will be confiscated. See the Key Custodian in BAG 109 if you need a building use permit.

**COPY MACHINES:**
For students, a coin and card-operated copy machine is located in the Chemistry Library.

For Faculty, TA/RAs and staff, card-operated photocopiers are located in Bagley 109, 129 and CHB 304L. These copiers are for departmental use only. Please contact the P&A Office in BAG 109 to activate your Husky Card for card-operated access to the machines.

**FAX MACHINE:**
A departmental fax machine (206.685.8665) located in the main office, Bagley 109, and is provided for University-related business. The receptionist can assist, if required. During business hours, incoming fax messages will be placed in your mailbox.