

Who Do I Call If?

	TOPIC	POINT OF CONTACT	CONTACT INFORMATION	RELEVANT POLICY (where applicable)
1.	Office of Faculty Affairs and Leadership Development <ul style="list-style-type: none"> • Faculty Support • Tenure and Promotion • Faculty Programming 	Brody School of Medicine Office of Faculty Affairs and Leadership Development	252-744-2610 facdevsom@ecu.edu https://medicine.ecu.edu/faculty-development/	The Office of Faculty Affairs and Leadership Development promotes excellence in medical education at ECU's Brody School of Medicine through the professional development of faculty, including affiliate and adjunct faculty.
2.	Academic Affairs <ul style="list-style-type: none"> • Admissions • Data Analysis and Strategy • Student Academic Counseling • Academic Planning 	Brody School of Medicine Academic Affairs	(252)-744-3078 lindsayj@ecu.edu https://medicine.ecu.edu/academicaffairs/	The Brody School of Medicine at East Carolina University offers a rich and rewarding undergraduate medical education experience. Our moderate size is an advantage, allowing students to develop close collegial relationships with their classmates and the faculty
3.	Adverse Weather and Emergency <ul style="list-style-type: none"> • Emergency Contacts • Hazardous Weather • ECU Alert 	ECU Alert	(252)-328-6131 https://alertinfo.ecu.edu/adverse-weather-emergency-event-policy/	The Office of State Human Resources has approved a new University Adverse Weather and Emergency Event Policy for the UNC System, effective January 1, 2016. This is now ECU policy and it applies to all employees (EHRA, SHRA, and CSS).
4.	Anatomic Materials <ul style="list-style-type: none"> • Cell Biology • Research Autopsy • Anatomical donations 	Anatomical Gift Program – Suitability of Donations	(252)-744-2849 https://anatomyecubiology.ecu.edu/suitability-of-donations	Human Anatomic Materials Procurement Outlines policies and procedures for the procurement, receipt, and disposal of anatomical materials.
5.	Animal Use Research/Animal Care <ul style="list-style-type: none"> • Veterinary Care • Animal Care • Oversight of use of animals in research • Institutional Animal Care and Use (IACUC) 	Human and Animal Studies Compliance	(252)-744-9326 https://medicine.ecu.edu/research-gradstudies/human-and-animal-studies-compliance/	DAR Policy Resources provides information regarding the laws, regulations, and policies pertaining to appropriate animal care and use in research and teaching; the mechanism to obtain approval for animal use from the IACUC; the policies, procedures, and services of the Department of Animal Resources related to the care of animals.

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6.	Alumni Affairs <ul style="list-style-type: none"> • Grow relationships • Communicate with alumni • Engagement 	Brody School of Medicine Alumni Affairs	252-744-3552 https://medicine.ecu.edu/alumni/	The Office of Brody School of Medicine Alumni Affairs provides opportunities to grow relationships and communicate with alumni (which includes all graduates of Brody as well as residents), students, faculty and staff. We strive to find ways to engage our alumni through preceptorships, reunions, regional events, building our alumni council, and supporting our students.
7.	Biological Agents <ul style="list-style-type: none"> • Recombinant DNA • Potentially infectious microorganisms • Biologically derived toxins select Agents • Human cell lines 	Biological Safety	(252)-844-4270 spruillch@ecu.edu https://prospective-health.ecu.edu/biological-safety/	The primary mission of the Office of Prospective Health is to provide quality health and safety services to all employees of East Carolina University. We work in collaboration with the Office of Environmental Health & Safety (EH&S) to ensure the safety of all ECU personnel.
8.	Campus Violence <ul style="list-style-type: none"> • Campus Violence Prevention • Campus Violence Response • Violence in the Workplace • ECU Alert Emergency Notification 	ECU Police Department	West (Health Science) Campus - (252)-744-5080 https://www.ecu.edu/cs-admin/police/Police-Department-Contact-Information.cfm	Jeanne Cleary Act Records and Crime Statistics ECU Crime Logs

9.	Central Reservations <ul style="list-style-type: none"> • How and when to schedule a space • Rental Fees • External Rentals 	Central Reservations Office- Health Sciences	<p>(252)-744-1057</p> <p>CROHealthSciences@ecu.edu</p> <p>https://cro.ecu.edu/</p>	<p>The Central Reservations Office is responsible for overseeing space scheduling and event logistics at East Carolina University. With a strong emphasis on providing quality service, the Central Reservations Office offers guidance in event scheduling and planning, and works with the campus facilities and service providers to help ensure a successful event.</p>
10.	Chemical Safety <ul style="list-style-type: none"> • Lab Safety Resources • Chemical Hygiene Plan • Carcinogens 	ECU Office of Environmental Health and Safety	<p>(252)-328-6166</p> <p>https://oehs.ecu.edu/</p>	<p>The Chemical Hygiene Plan is ECU's standard operating procedure for laboratories. It is a requirement of the OSHA Laboratory Standard and identifies each person's responsibility for lab safety, lists specific standard operating practices and provide emergency information.</p>

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11.	Child Care <ul style="list-style-type: none"> Nancy W. Darden Child Development Center A Child's Place at Vidant Medical Center 	College of Health and Human Performance	https://hhp.ecu.edu/hdfs/ndcdc/ (252)-328-6926 https://www.vidanthealth.com/Team-Members/Benefit-Information/Onsite-Child-Care (252)-847-7555	The Nancy W. Darden Child Development Center (NDCDC) holds a five-star child-care license issued by the Division of Child Development of Health and Human Services, and is fully accredited by the National Association for the Education of Young Children (NAEYC).
12.	Clinical Trials <ul style="list-style-type: none"> Assist BSOM researchers with start-ups Clinical Trial information 	ECU Office of Clinical Trials	(252)-744-4069 eckmannj17@ecu.edu https://clinicaltrials.ecu.edu/	Our office is a central resource for ECU faculty and staff who participate in clinical trials research, as well as external sponsors who seek to collaborate with ECU investigators
13.	CompPsych <ul style="list-style-type: none"> Confidential Emotional Support Work-Life Solutions Legal Guidance Financial Services Online Services 	ECU Human Resources	(833)-743-8183 https://www.ecu.edu/cs-admin/HumanResources/upload/ECUFASAP.PDF	ComPsych is the pioneer and world's largest provider of employee assistance programs, servicing more than 53,000 organizations and 118 million individuals throughout the U.S. Our GuidanceResources® platform fully integrates EAP, behavioral health, wellness and absence management services.
14.	Continuing Medical Education (CME) and Continuing Professional Development <ul style="list-style-type: none"> Grand Rounds Conferences CME/MOC Online educational modules Practice Support 	ECU BSOM Office of Continuing Medical Education & Eastern AHEC	(252)- 744-5208 cme@ecu.edu https://cme.ecu.edu/ https://www.easternahec.net/	The Brody School of Medicine Continuing Medical Education (CME) program is committed to advancing the quality of health care, improving patient outcomes and improving quality of life, with a focus on the people of Eastern North Carolina. The program has been awarded Accreditation with Commendation by the ACCME. This six-year accreditation term is the highest level of

			<p>accreditation awarded by the ACCME. ACCME accreditation demonstrates that the continuing medical education provided is relevant to clinicians' needs, evidence-based, evaluated for its effectiveness, and independent of commercial influence. Accreditation with Commendation pushes providers to achieve additional 8 criteria that advance interprofessional collaborative practice, address public health priorities, create behavioral change, show leadership, leverage educational technology, and demonstrate the impact of education on healthcare professionals and patients. We want to work with you to plan and deliver educational programs and can help you with what you need to maintain your license and certification.</p>
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Revised 7/17/23

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15.	Disability Services (Faculty/ Students) <ul style="list-style-type: none"> Request Accommodations Illness and Injuries Assistive Technology 	The Department for Disability Support Services	252-737-1016 dssdept@ecu.edu https://accessibility.ecu.edu/students/	East Carolina University seeks to comply fully with the Americans with Disabilities Act (ADA). Students requesting accommodations based on a disability must be registered with the Department for Disability Support Services located in Slay 138, 252-737-1016.
16.	Diversity Affairs <ul style="list-style-type: none"> Uses innovative learning strategies and delivery methods to maximize access Prepares students with the knowledge, skills and values to succeed in a global, multicultural society; Develops tomorrow's leaders to serve and inspire positive change Discovers new knowledge and innovations to support a thriving future for eastern North Carolina and beyond Transforms health care, promotes wellness, and reduces health disparities; and Improves quality of life through cultural enrichment, academics, the arts, and athletics. 	Office of Diversity Affairs	(252)-744-5534 bsomdiversity@ecu.edu https://medicine.ecu.edu/diversityaffairs/	To be a national model for student success, public service and regional transformation, East Carolina University. We accomplish our mission through education, research, creative activities, and service while being good stewards of the resources entrusted to us.
17.	ECU Transit <ul style="list-style-type: none"> Routes Riders Guide Rider Policies 	ECU Transit	(252)-328-4724 https://transit.ecu.edu/ https://transit.ecu.edu/routes-shuttles-schedules/campus-routes/302-health-sciences/	The mission of ECU Transit is to provide transportation services, which are safe, dependable and cost effective to the University community, and to facilitate learning and involvement for student success thereby enhancing the quality of life in our community.

18.	Employment Discrimination / Harassment <ul style="list-style-type: none"> Complaints Regarding Discrimination/ Harassment based on protected class (race, religion, national origin, gender, age, disability, sexual orientation, veteran status) Complaint filing procedures Mediation Services to resolve 	Health Sciences Human Resources	(252)-328-6804 https://oed.ecu.edu/report/	East Carolina University has systems in place to receive and investigate discrimination and harassment complaints, as well as allegations of retaliation for filing or participating in these complaint processes.
19.	Equity and Diversity <ul style="list-style-type: none"> Title IX questions Affirmative Action Compliance questions 	Office for Equity and Diversity	(252)-328-6804 oed@ecu.edu https://oed.ecu.edu/	<p>The Office for Equity and Diversity (OED) engages in programming, compliance, and outreach to foster a diverse and inclusive living, learning, and working community. Through leadership and partnerships, we will provide dynamic educational experiences, prepare our students to lead in a global multicultural society, and engage the region with inclusive social and economic opportunities.</p> <p>To support our mission of a diverse and inclusive living, learning, and working environment, we will:</p> <ul style="list-style-type: none"> expand knowledge through educational and awareness programs; build collaborative partnerships; engage in outreach and consulting services; develop, implement, and monitor institutional strategies; and support the university's nondiscrimination policies.
20.	Faculty 180 <ul style="list-style-type: none"> Uploading faculty activities and publication records Customized CV templates Faculty Standardized Records 	ECU Faculty 180	(252)-328-6131 faculty180@ecu.edu https://faculty180.ecu.edu/	Faculty180 is a tool for reporting activities of faculty, departments, colleges and the university as a whole. It will facilitate tenure and promotion and annual performance review processes.
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21.	Faculty Benefits <ul style="list-style-type: none"> Employee benefit programs Health benefits Retirement programs Financial security Educational benefits 	Health Sciences Human Resources	https://humanresources.ecu.edu/hs-faculty-benefits/ (252)-744-1910	Health Sciences Human Resources and Brody School of Medicine Faculty Employment Office supports ECU's Division of Health Sciences and more than 700 faculty and EPA Non-Faculty (EPA – exempt from the State Personnel Act).
22.	Financial Aid <ul style="list-style-type: none"> Applying for and receiving financial aid Grants & Scholarships Loans Work Study & Jobs Billing & Student Accounts 	ECU Financial Aid	(252)-328-4347 faques@ecu.edu https://www.ecu.edu/cs-acad/financial/contactus.cfm	The Office of Student Financial Aid provides education, guidance, and support to individuals and families in the financial aid process. We administer Federal, State, and Institutional aid programs to students at East Carolina University, the Brody School of Medicine, and the School of Dental Medicine.
23.	Graduate Medical Education <ul style="list-style-type: none"> Residency Programs Fellowship Programs ERAS Resident Resources 	ECU Graduate Medical Education	(252)-847-4268 https://gme.ecu.edu/ ariddick@ecuhealth.org	Welcome to Graduate Medical Education at East Carolina University's Brody School of Medicine and Vidant Medical Center. At ECU/Vidant we are committed to providing our resident physicians and fellows with the best education in order to prepare you to meet your professional goals.
24.	Health Care <ul style="list-style-type: none"> Faculty and Staff Rapid Access ECU Pharmacies 	ECU Physicians	Rapid Access (252)-744-0555 https://www.ecu.edu/cs-dhs/ecuphysicians/rapidAccess.cfm ECU Pharmacy 252-744-2721	Rapid Access is a health care service that offers all East Carolina University employees and their immediate families same-day doctor's appointments for urgent general-care needs.

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25.	ITCS/ Computing Services <ul style="list-style-type: none"> • Pirate Port • Malware Protection • Network and Wireless • Email • Instructional Technology 	Information Technology and Computing Services	(252)-328-9866 https://itcs.ecu.edu/ https://itcs.ecu.edu/logins/ tedderm19@ecu.edu	To assure ECU's leadership in IT, we strive to improve teaching, research, learning and productivity for faculty, students and staff through the effective use of information technology.
26.	Internal Controls/ Financial Services/ Accounting <ul style="list-style-type: none"> • Budget (non-ECU Physicians) • Depository Services • Financial Accounting • Controller's Office 	ECU Health Sciences Administration and Finance	(252)-744-8894 stocksj15@ecu.edu https://administrationfinance.ecu.edu/healthsciences/financial-services/	Financial Services is responsible for the Division of Health Sciences general accounting functions for all funds including School of Dental Medicine clinical operations, ECU Physicians, State, Indirect, Special Funds, and Grants.
27.	Kronos <ul style="list-style-type: none"> • Time Sheet Management • Clocking In and Out 	ECU Human Resources	(252)-328-9847 kronos@ecu.edu https://humanresources.ecu.edu/support/kronos/	Please contact your department's SuperAdmin/Leave Keeper with your concern. If your SuperAdmin/LeaveKeeper cannot provide guidance, s/he will open up a ticket with ITCS. Questions can also be emailed to kronos@ecu.edu

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28.	Library <ul style="list-style-type: none"> • Interlibrary Loan • Reserve a Room • Library Catalog and Databases 	Laupus Health Sciences Library	(252) 744-2219 https://hsl.ecu.edu/research/ask-a-librarian/	We connect the education, research, and clinical programs of ECU's Division of Health Sciences, Eastern Area Health Education Center (EAHEC), and health care practitioners at Vidant Medical Center in Greenville and Vidant Health system affiliates across eastern North Carolina with quality health information.
29.	Materials Management <ul style="list-style-type: none"> • Port Purchasing • Printing • Central Stores and Receiving • Medical Storeroom 	ECU Department of Materials Management	252-328-6434 https://purchasing.ecu.edu/purchasing@ecu.edu	Materials Management has the exclusive responsibility for making all purchase contracts entered into for the university (rental or purchase of real property excepted). This authority covers all supplies, materials, printing, equipment, and service.
30.	Medical Education <ul style="list-style-type: none"> • Medical Curriculum • Accreditation • Distinction Tracks • Office of Medical Education 	ECU Office of Medical Education	(252)-744-2149 https://medicine.ecu.edu/medicaleducation/ome@ecu.edu	The Office of Medical Education's mission is to enhance the education mission of Brody through evaluation and assessment of the curriculum while ensuring a high quality educational experience. OME supports the process of accreditation, leadership in curriculum development, evaluation and assessments.
31.	Mental Health <ul style="list-style-type: none"> • ECU Family Therapy Clinic • Counseling for Couples and Individuals 	College of Health and Human Performance	(252)-328-4237 https://hhp.ecu.edu/hdfs/family-therapy-clinic	The goal of the East Carolina University Family Therapy Clinic is to provide an opportunity for teaching and learning among professionals and students, and to provide high-quality services to families, couples, and individuals.

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32.	News Services <ul style="list-style-type: none"> • Archives • Social Media • Publications • News Submission • Research Submission 	ECU News Services	(252) 328-6131 https://news.ecu.edu/	At News Services, we tell the stories of Pirate Nation — stories of students and faculty discovering treasure on our nearly 1,600-acre campus and beyond, of health care professionals pioneering advances in medicine, of researchers making breakthroughs and of alumni who are changing the world.
33.	Ombuds <ul style="list-style-type: none"> • Impartial and confidential resource • Conflict Guidance • Mediate/ Facilitate 	ECU Office of University Ombuds	(252)-744-2278 BSOMOmbudsOffice@ecu.edu https://medicine.ecu.edu/studentaffairs/ombuds/ https://ombuds.ecu.edu/	The role of the Ombudsperson is to provide students, residents, and faculty the opportunity to talk with an impartial faculty leader in a confidential fashion about interpersonal difficulties that arise in the teaching-learning environment. The Ombudsperson will provide informal, confidential and impartial support and guidance for students,
34.	One Card <ul style="list-style-type: none"> • University linked Identification • ECU Issued photo ID 	ECU 1Card	(252)-744-2261 https://1card.ecu.edu/	The staff of the ECU 1Card Office is committed to providing East Carolina University with a high-quality, single card system that allows convenient and efficient access to all card-related services.
35.	Privacy <ul style="list-style-type: none"> • FERPA • HIPPA • Educational Records • Security Rules 	ECU Office of Registrar	(252)-744-5200 HIPAASECURITY@ECU.EDU https://hipaa.ecu.edu/	HIPAA is the Health Insurance Portability and Accountability Act which protects patient rights regarding personal health information. FERPA (Family Educational Rights & Privacy Act of 1974) guarantees certain rights to students. A couple of these rights are: the right to inspect and review their educational records, and the right to seek to amend their educational records.

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36.	ProCard <ul style="list-style-type: none"> • ProCard Application • Reconciler Form • Single Transaction Form 	ECU Financial Services	(252)-737 procard@ecu.edu https://financialservices.ecu.edu/procard/	The ECU ProCard is a corporate purchasing credit card issued to employees for quick purchases of goods and services less than \$5,000.
37.	RedCap <ul style="list-style-type: none"> • Web Surveys • HIPPA and FERPA compliant • Secure Database Input 	ECU Information Technology and Computing Services	(252)-328-9866 https://ecu.teamdynamix.com/TDClient/1409/Portal/Requests/ServiceDet?ID=10567 https://redcap.ecu.edu/	REDCap is a secure web platform for building and managing online databases and surveys. REDCap's streamlined process for rapidly creating and designing projects offers a vast array of tools that can be tailored to virtually any data collection strategy
38.	Research and Compliance <ul style="list-style-type: none"> • Research Clusters • REDE • Research Submission • Epirate 	Brody School of Medicine of Research and Graduate Studies	(252)-744-9346 https://medicine.ecu.edu/research-gradstudies/research-programs/ https://rede.ecu.edu/ https://rede.ecu.edu/umcirb/	As the only university in North Carolina with a medical school, a dental school and a college of engineering, East Carolina University is leading the way in creating important discoveries through research.
39.	Simulation Lab <ul style="list-style-type: none"> • Patient Simulations • Mobile Simulation Lab • Osprey Transport 	ECU Office of Clinical Simulation	(252)-744-3251 https://medicine.ecu.edu/clinicalsimulation/	The Brody School of Medicine partners with Vidant Medical Center to promote excellence in clinical care through the application of safe, high-quality, simulation-based education. Trainees are provided faculty guided instruction through the use of a variety of simulation modalities such as computer programs, virtual reality simulators, innovative models, procedural task trainers, life-sized, computer-enhanced patient simulators, simulated patients, and a self-directed learning component.

40.	Student Success and Wellness <ul style="list-style-type: none"> • Personalized Supports • Well-Being of Learners • SSIPP Model of Holistic Learner Support • Supporting Learning Success and Development 	Brody School of Medicine Office of Student Success and Wellness	(252)-744-2500 https://medicine.ecu.edu/studentsuccess/	In OSSaW, we care about the success and well-being of every learner. Our goal is to serve by not only meeting but exceeding learner expectations. As a team, we endeavor to provide extraordinary support experiences from graduate school to the preclinical and clinical years of medical school. Moreover, we seek to reflect the same level of excellence in our work that our learners regularly aspire to and that the Brody has come to be known for.
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41.	Travel Office <ul style="list-style-type: none"> • Travel Procedures • Personal Travel Memo • Lodging Approval • Travel Rates • Chrome River 	ECU Financial Services	(252)-737-5700 ecu_chrome_river@ecu.edu https://financialservices.ecu.edu/travel-office/	The Travel Office is responsible for the processing of travel advances and travel reimbursements. The Travel Office reports to the Director of Accounts Payable and is located in the Financial Services Building.
42.	University and Medical Center IRB <ul style="list-style-type: none"> • Electronic IRB Submission System • UMCIRB operation practices • CITI and ePirate training 	College of Health and Human Performance	252-744-2914 umcirb@ecu.edu https://rede.ecu.edu/umcirb	The primary function of the UMCIRB is to protect the rights and welfare of human participants in research at ECU, Vidant Medical Center and its affiliates and in research conducted elsewhere by faculty, students, staff or other representatives of the university in connection with their responsibilities or education.