

Administrative Services Centre 1 (ASC1) - 4th Floor, Leacock Building Economics, Philosophy and Political Science

Chairs of ASC1

Title	Department	Name	Email	Ext.
Department Chair & ASC1 Coordinating Chair	Political Science	Hudson Meadwell	hudson.meadwell@mcgill.ca	5394
Department Chair	Economics	John Galbraith	john.galbraith@mcgill.ca	2768
Department Chair	Philosophy	Hasana Sharp	hasana.sharp@mcgill.ca	6146

Graduate and Undergraduate Student Affairs

Services provided, such as: Admissions (Graduate Program - uApply), Advising, Grades, Methods of Evaluation, Registration, Timetable (including TA conferences, course-related room bookings), Midterm exams (room bookings, printing), Calendar updates (course proposals and program updates), Fellowships, Student Stipends, Graduate Student Funding, Budgets & Payments, Teaching Assistantships, Website maintenance related to Graduate and Undergraduate Programs, Course Evaluations, Graduate student lounge access, Graduate Research Trainees and Postdocs (including LMIA exemption immigration paperwork), etc.

Title	Area	Name	Email	Ext.
Area Manager - Student Affairs	Graduate & Undergraduate: ASC1	Andrew Stoten	andrew.stoten@mcgill.ca	2386
Admin. & Student Affairs Coordinator	Graduate: Economics	Lisa Stevenson	lisa.stevenson@mcgill.ca	5085
Admin. & Student Affairs Coordinator	Graduate and Undergraduate: Philosophy	Angela Fotopoulos	angela.fotopoulos@mcgill.ca	2427
Admin. & Student Affairs Coordinator	Graduate: Political Science	Tara Alward	tara.alward2@mcgill.ca	2593
Admin. & Student Affairs Coordinator	Undergraduate: Economics	Michelle Marquis	michelle.marquis@mcgill.ca	2462
Admin. & Student Affairs Coordinator	Undergraduate: Political Science	TBA		3384

Human Resources and Operations

Human Resources Services provided, such as: Appointments for academic hires, reappointments, promotions, tenure, named Chairs and salary retention increases, etc. Hiring of Course Lecturers. Appointments for Visiting Professors and LMIA exemption fees required by Citizenship and Immigration Canada. Academic Job Recruitment and Immigration Process. Leaves (Maternity, Extended Parental, Paternity, Short/Long Term disability, Personal and Sabbatical). Academic Salary Policy, Unified and Annual Reports. Policies and Procedures, and support to the Chairs. Onboarding of new academic hires and Academic Laptop Program. Administrative and Support Staff appointments and POPS payments.

Operations Services provided, such as: Couriers, Non-student related Room bookings, Keys, Stationery Inventory, Lenel Building/Front Office Access for academics, staff and visiting professors, Mail, Space, uPrint Photocopiers and uPrint account FOAPAL updates, Website updates for faculty and Admin contact pages, Listservs, Xerox machines, Facilities Service calls, etc.

Title	Area	Name	Email	Ext.
Area Manager - HR & Operations	ASC1	Judy Dear	judy.dear@mcgill.ca	4802
Admin. Coordinator - HR & Operations	ASC1	Pina Giobbi	pina.giobbi@mcgill.ca	8301
Admin. Coordinator - HR & Operations	ASC1	Christina Rosania	christina.rosania@mcgill.ca	5299

Finance

Services provided, such as: Operating Budgets, Appointments/POPS payments (Honorariums, Students, Research Assistant Payments), Expense Reports for Visitors, Guests and Job Candidates, Journals, Invoices and MMP POs, Cheque deposits, Interdepartmental Charges, Payment & Wire Transfer Requests, Managing Endowments (donations), Donor Award Coordination, etc.

Title	Area	Name	Email	Ext.
Area Manager - Finance	ASC1	Lina Trivino	lina.trivino@mcgill.ca	8454
Admin. Coordinator - Finance	ASC1	Mari Ikeda	mari.ikeda@mcgill.ca	2479