DEPARTMENT OF BIOLOGY
BIOLOGY OFFICE REMOTE STAFFING and CONTACT INFORMATION

Beginning March 19, 2020 and until further notice

In order to reduce the risk of exposure to students, staff, and faculty, and in response to the emergent COVID-19 situation, beginning Thursday, March 19, 2020 the Biology office will have limited staff in the office on any given business day. This will allow us to provide continuity for package deliveries, mail, and other critical operations yet increase social distancing per the directive of the Provost. Most Department of Biology office staff will instead be working remotely for the coming weeks. Email and phone messages will be checked regularly throughout the business day.

Please use the following contact information for specific questions:

- Deliver mail and packages to the Department of Biology office, 77 Klamath.

- For questions about Winter 2020 final exams and Spring 2020 courses, please contact your instructor. Department of Biology faculty contact information can be found at: https://biology.uoregon.edu/profiles/fac/

- For University mental health support resources, please visit the Counseling Center website (https://counseling.uoregon.edu/crisis-support) or call the health center crisis hot line 541-346-3227.

- For undergraduate-related inquiries, please email or phone Biology curriculum assistant Ingrid Newman (email ingridk@uoregon.edu, phone 346-6052).

- For graduate-related inquiries, please email or phone Biology graduate program manager Jen Strong (email jsstrong@uoregon.edu, phone 346-4503) or Biology graduate program assistant Gabrielle Andrew (email gandrew@uoregon.edu, phone 346-4531).

- For undergraduate student payroll, scholarships, and general inquiries, please email or phone Biology administrative program assistant Annie Rogers (arogers2@uoregon.edu, 346-4527).

- For accounting, travel, purchasing, and reimbursement inquiries, please email or phone Biology accountant Sara Corrente (saram@uoregon.edu, 346-4504).

- For Department of Biology computing inquiries, please email or phone Biology IT Coordinator Fei Tsai (ctsai@uoregon.edu, 346-6054).

- For budget, personnel, faculty & staff payroll, and unit operations inquiries, please email or phone Biology business manager Shelley Elliott (shelley1@uoregon.edu, 346-4526).

Thank you for your flexibility and understanding.

Bruce Bowerman
Biology Department Head

Shelley Elliott
Biology Business Manager