

UMSN Department Email Addresses for Operations Groups

IT: nursing-help@umich.edu

Director: Kinnothan Nelson; gmoney@umich.edu / (734) 647-0354

For requests for technical support from UMSN IT.

Facilities: umsn-facilities@umich.edu

Director: Rhonda McCammon; rmccamm@umich.edu / (734) 936-3170

To report non-urgent facility issues. To request facility services, employee ID renewals, keys, parking permits for guest speakers, and COVID-19 supplies.

Faculty Support: umsn-facultyadminsUPPORT@umich.edu

Director: Rhonda McCammon; rmccamm@umich.edu / (734) 936-3170

For faculty to request administrative support for non-research needs including document formatting, Qualtrics survey creation, textbook orders, Doodle polls for meeting scheduling, Canvas site support including test question banks, updating of faculty CVs, and conference room reservations.

Proctoring for Accommodated Exams: umsn-proctor@umich.edu

Director: Rhonda McCammon; rmccamm@umich.edu / (734) 936-3170

For faculty, students and academic advisors to communicate information about approved testing accommodations, provide acknowledgement of accommodations each term and schedule a proctor for accommodated exams.

Communications: umsn-comm@umich.edu

Director: Christine McKean; cmckean@umich.edu / (734) 763-1682

To request support services including: graphic design, social media, email marketing (to non-UMSN addresses), web updates, faculty profile updates, and branding. Community members are encouraged to use this inbox to submit news and feature story ideas. Requests for video work should go through the [Faculty & Staff Services Portal](#) (see below).

Admissions and Records: umsn-recordsteam@umich.edu

Director: Bernadette Lis; blis@umich.edu / (734) 615-4739

For student-related data requests, course and classroom scheduling questions, and information related to the Faculty Activity Schedule (FAS). Also used to communicate information related to graduate enrollment management. UMSN colleagues and campus partners engaged in registrar-related activities may use this email address for inquiries.

Human Resources: umsn-hr-office@umich.edu

Director: Jeff Schulte; jeffesch@umich.edu / (734) 763-3971

HR requests can be sent to this email group, including salary effort changes, requests to post/hire/end appointments, HR data requests, and general HR information (payroll, time keeping, leaves of absences, etc.).

Financial Transaction Management: umsn-finance@umich.edu

Director: Rhonda McCammon; rmccamm@umich.edu / (734) 936-3170

For requests related to vendor payments, concur reimbursement, and other financial transactions for purchasing and reimbursements.

Financial Aid: umsn-scholarships@umich.edu

Director: Joy Millina; joyhd@umich.edu / (734) 615-9070

For questions from students, faculty administrators and others on UMSN-administered scholarships and financial aid.

Financial Planning and Budgeting and Spending from Faculty-Held Accounts: umsn-reconcile@med.umich.edu

Director: Joy Millina; joyhd@umich.edu / (734) 615-9070

For requests for spending from department operating accounts and faculty-held accounts such as research incentive and start-up funds.

Project Management Office:

Director: Carleen Wilton; carleen@umich.edu / (734) 763-9842

For Project Management Office requests, please use the [Faculty & Staff Services Portal](#).