



**LOYOLA**  
UNIVERSITY MARYLAND

## Employee Reference Guide

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## INTRODUCTION

Whether you are new to or already familiar with operations at Loyola University of Maryland, sometimes accomplishing even simple tasks can seem difficult when you do not know where to begin. This guide provides “how to” information regarding a variety of on-campus services and resources available to university employees.

Loyola University Maryland is a Jesuit Catholic university committed to the educational and spiritual traditions of the Society of Jesus and to the ideals of liberal education and the development of the whole person. Accordingly, the University will inspire students to learn, lead, and serve in a diverse and changing world. To learn more about Loyola’s mission, vision, and values please visit <http://www.loyola.edu/about/history-mission>.

The Loyola community of faculty, staff, and administrators includes both religious and lay persons and counts among its numbers representatives of the world's wide variety of religious, racial, ethnic and cultural groups. While our creeds and beliefs sometimes differ, we are all collaborators in an important endeavor, striving together to realize the Ignatian vision of education at Loyola. Individually and collectively we are called to serve others with care and concern for the whole person that is at the heart of Jesuit education. In so doing, we will make Loyola an institution worthy of our efforts and deserving of our pride.

### Historical Background

When Jesuit priests founded Loyola in 1852, they looked to the very heart of their order for inspiration in choosing a name. They found their inspiration in St. Ignatius of Loyola, the founder of the Society of Jesus, and that’s how Loyola—our Loyola—became the first institution of higher education in the United States to bear his name. To this day, we remain committed to the ideals embodied by the priests of the Society of Jesus throughout its rich history. Those Jesuit ideals include an emphasis on academic excellence, the importance of the liberal arts, and *cura personalis*—the education of the whole person. We strive to live up to the ideals set by St. Ignatius, and know they are integral to what Loyola has become.

## ADMISSION

### Undergraduate and Graduate Admission

The University offers more than 45+ undergraduate majors, 50 + undergraduate minors, and 18 graduate programs through its three schools: Loyola College of Arts and Sciences, the Sellinger School of Business and Management, and the School of Education. The faculty to student ratio is 1:12 – the average class size is about 20 students.

### Campuses

Loyola University Maryland maintains four campuses in the greater Baltimore metropolitan area. *Our Evergreen campus*, located in northern Baltimore City, primarily houses Loyola’s undergraduate programs. The Timonium and Columbia campuses focus on graduate programs and boast convenient access for working professionals. The University also operates the Loyola Clinical Centers at Belvedere Square and at the Columbia campus.

## Campus Tours

There's no better way to learn about Loyola than to experience it firsthand. We invite new employees to explore our 80 green acres and classically collegiate buildings that make up our beautiful campus and meet members of our community. New employees are encouraged to register for a campus tour, take a virtual tour, or take a self-guided tour with a map. The dates and times of our tours can be found on our Undergraduate Admission [website](#). If you are interested in attending one of our campus tours, please email [admission@loyola.edu](mailto:admission@loyola.edu).

## ARTS ON CAMPUS

### Julio Fine Arts Gallery

Established in 1985, the [Julio Fine Arts Gallery](#) is committed to providing exhibitions and programs that are both innovative and intellectually challenging to Loyola University and the public at large. Located in the Julio Fine Arts Wing of the DeChiaro University Center, the Gallery focuses on exhibiting emerging and mid-career artists local to Baltimore and the surrounding area, in addition to student and faculty artists. All gallery events are free and open to the public and draw participation from not only the university community but from local art lovers too. The Gallery is open Monday, Wednesday, Friday, 11:00AM to 4:00PM, Tuesday 10:00AM to 4:00PM, Thursday 10:00AM to 8:00PM, and Saturday through Sunday, 12:00PM to 4:00PM. The Gallery is closed during all school holidays.

## BOOKSTORE

### What's Available?

The Bookstore stocks all required and recommended text-books and supplies, a variety of imprinted gifts and collegiate clothing, as well as a wide range of cards, jewelry, general gifts, school supplies, convenience food, and health and beauty supplies. The Bookstore hours during the academic year are Monday through Friday 9:00AM to 5:00PM, and Saturday 11:00AM to 3:00PM. The bookstore is closed during all school holidays. Please find the link to Loyola's bookstore here: <https://loyola.bncollege.com/>.

## CAMPUS CONTACTS

### Common Contacts

Department	Phone Ext,	Department Email or Website
Admission (Undergraduate)	5012	<a href="mailto:admission@loyola.edu">admission@loyola.edu</a>
Admission (Graduate)	5020	<a href="mailto:graduate@loyola.edu">graduate@loyola.edu</a>
Alumni Relations	2475	<a href="mailto:alumni@loyola.edu">alumni@loyola.edu</a>
Athletics	5013	<a href="http://www.loyolagreyhounds.com">www.loyolagreyhounds.com</a>
Bookstore	2291	<a href="http://www.loyola.edu/bookstore">www.loyola.edu/bookstore</a>
Campus Ministry	2222	<a href="mailto:campusministry@loyola.edu">campusministry@loyola.edu</a>
Counseling Center	2273	<a href="https://www.loyola.edu/department/counseling-center">https://www.loyola.edu/department/counseling-center</a>

Department	Phone Ext,	Department Email or Website
Financial Aid	2576	<a href="mailto:financialaid@loyola.edu">financialaid@loyola.edu</a>
Human Resources	2354	<a href="mailto:humanresources@loyola.edu">humanresources@loyola.edu</a>
Library	6800	<a href="https://www.lndl.org/">https://www.lndl.org/</a>
Public Safety	5010	<a href="http://www.loyola.edu/publicsafety">www.loyola.edu/publicsafety</a>
Technology Services	5555	<a href="mailto:ots@loyola.edu">ots@loyola.edu</a>
The Career Center	2232	<a href="mailto:thecareercenter@loyola.edu">thecareercenter@loyola.edu</a>
Timonium Graduate Center	1903	<a href="https://www.loyola.edu/department/timonium">https://www.loyola.edu/department/timonium</a>
Payroll (Financial Services)	1349	<a href="mailto:payroll@loyola.edu">payroll@loyola.edu</a>

## CAMPUS MINISTRY

As a Jesuit institution, Loyola welcomes a diverse religious population including a variety of the Christian denominations, Judaism, Islam, Buddhism, and Hinduism. Loyola invites all students and employees to actively engage and explore their own religious traditions/spiritual identities. There are a number of places of worship a short distance from Loyola's campus where students and employees can expand their community to foster a deeper sense of self and others. If you need assistance connecting with one of these communities, please contact Campus Ministry at 410-617-5375.

No matter where you are on your faith journey, Campus Ministry is here to help you explore who you are, strengthen your relationship with God and grow into who you are becoming. Rooted in our Ignatian tradition, Campus Ministry offers opportunities to pray, reflect, discern and connect with our Loyola community. Campus Ministry welcomes you to join the community and all they do! Visit their website for more information: <https://www.loyola.edu/department/campus-ministry>.

## COMMUNITY SERVICE

### Mission Integration

Loyola's mission integration division seeks to foster a strong Jesuit identity and encourage personal transformative development among members of the community. The office is led by vice president for mission and identity, Dr. Milton Bravo, and the assistant to the president for mission integration, Fr. Timothy Brown, S.J.

To learn more about what Mission Integration is doing around the Baltimore Community, please visit <http://www.loyola.edu/department/mission-integration/community>.

### CCSJ

The Center for Community Service and Justice engages students and the broader Loyola community in education through service for a just and equitable world. There are a multitude of reasons to get involved in service; some people come for humanitarian purposes, some come motivated by their faith, and some come because it's part of their coursework. To learn more, please visit <http://www.loyola.edu/department/ccsj>, call 410-617-2380, or email [ccsjassist@loyola.edu](mailto:ccsjassist@loyola.edu).

## York Road Initiative

Loyola's York Road Initiative is a place-based community development strategy geographically focused in the Greater Govans/York Road corridor communities of north Baltimore City adjacent to our Evergreen campus. The York Road Initiative is geographically focused in the Govans community of north Baltimore City, specifically, Cold Spring Lane (Loyola Evergreen Campus) to Northern Parkway (Loyola Clinical Centers at Belvedere Square) and involves community constituencies, including neighborhood residents and associations, faith-based, civic and business organizations, public and private leaders. The mission is to collaborate with neighbors and partners to produce positive change for all residents in the York Road community that improves the area education and youth development, builds civic capacity and strengthens the York Road commercial corridor.

## DINING SERVICES

### Locations

Finding your favorite foods on campus is easy. Loyola is proud to offer a dining program complete with signature brands and menu selections that include vast variety of items. There are many places to go on campus for drinks, snacks, and meals including the Boulder Garden Cafe, Andrew White Student Center, Newman Towers, Flannery O'Connor Hall, Sellinger Hall, Fernandez Center, and Humanities. For more information on dining locations, menus and pricing, please visit the [Dining Services](#) webpage.

### Catering Services

Whether you are looking for catering for meeting or designing a full-service event with staffing, equipment, and linens, no event is too big, too small, or complex for Evergreen Catering to handle. Please visit the [Dining Services Catering](#) webpage to view the catering guide for details, menus, and pricing.

## EVENTS

Loyola University Maryland has the facilities you need to host a one- or multi-day meeting, conference, wedding, or special event. Our Graduate Center in Timonium and Retreat Center in Western Maryland, offer unique venues, state-of-the-art technology, computer labs, and choice catering services at affordable rates. Loyola's meeting, conference, and event spaces are ideal for the needs of corporate, academic, government, or non-profit customers.

### Room Reservations

Event Services maintains the master calendar of events for Loyola University Maryland. All reservations for use of any campus space are to be made through Event Services. In order to help you plan your events more effectively and ensure their success, please provide Event Services with the date, time, name/title of event, attendance, facility, catering, and set up. For direct contact please call 410-617-5077 or email [events@loyola.edu](mailto:events@loyola.edu).

## FACILITIES MANAGEMENT

The Facilities department is committed to establishing and maintaining a campus that positively contributes to the beauty, function and safety of the educational, residential and recreational structures of the University and to the surrounding community. We strive to provide and maintain high quality

service by furnishing timely and cost-effective support to the University, its students, faculty and staff through an experienced, knowledgeable and courteous staff.

Log into [Loyola's Service Request portal](#) to request routine maintenance and repairs, plumbing issues, electrical matters, environmental (cleaning) services, grounds maintenance, office signs and requests for student furniture. This link is also accessible through InsideLoyola. If you have an URGENT request that requires IMMEDIATE attention (e.g. fire, flooding, power outages, hazardous or safety issues, etc.) please call Campus Police at 410-617-5911.

## FINANCIAL SERVICES

The financial services department at Loyola University Maryland manages the accounting and financial reporting, accounts receivable and accounts payable, budget and planning, cash management, debt management, investment management, payroll and treasury functions.

### Payroll

The payroll office is a part of the department of financial services at Loyola University Maryland. They are responsible for paying more than 3,500 employees, including all of the students, faculty, administrators, and staff. The mission of the payroll office is to ensure that all employees are paid in a timely and accurate manner, while meeting all regulatory and compliance requirements. To find your payroll schedule please visit <https://www.loyola.edu/department/financial-services/payroll/schedules>.

### Accounts Payable

The Accounts Payable Office is responsible for procurement, vendor transactions, service center chargebacks (printing services & dining), and state tax exemption certificates. For more information please visit <https://www.loyola.edu/department/financial-services/accounts-payable>.

### Office of the Controller

The Controller's Office is responsible for performing general accounting, financial reporting, and cash management functions for the University. The Controller's office is located at 5000 York Road, Suite 101. To learn more about the Controller's office, please visit <http://www.loyola.edu/department/financialservices/controller>.

### Student Administrative Services (SAS)

Student Administrative Services is the primary financial office center for students, parents, and the Loyola University Maryland community of faculty, staff, and administrators. Their principal focus encompasses the monitoring of both undergraduate and graduate student tuition accounts, as well as employee activity accounts.

Some of the financial and administrative duties include the issuance of the Loyola Evergreen card (ID card), administration of Evergreen and declining balance accounts, housing deposits for Student Life, McCrossin emergency loans, and parking registrations. For more information on SAS, please visit <http://www.loyola.edu/department/financialservices/sas>.

### University ID

All Loyola University Maryland employees and students are required to have a current ID card (Evergreen Card) in their possession while on campus. ID cards can be obtained from Student

Administrative Services located in Maryland Hall, room 140, Monday through Friday from 7:30AM to 5:00PM.

#### Parking Permits

All Faculty, Staff and Administrator and Student permit parking is handled by Parking & Transportation. Please visit: [Parking - Financial Services - Loyola University Maryland](#), for information about parking options and details for registration. For questions, please contact Mike Mansfield at [mmansfield@loyola.edu](mailto:mmansfield@loyola.edu).

#### Request an ID for Non-employees

From time-to-time departments may need to sponsor contractors on campus, for ID cards and/or system access. Student administrative services (SAS) and human resources (HR) have partnered to handle the process of requesting ID numbers for Loyola non-employees and contractors.

The Request for Non-Employee Account Access form must be completed in order to obtain system access. For non-employees/contractors needing an ID card only, the form should be submitted to SAS. For non-employees/contractors needing ID card and system access (i.e. computer login and email) the form should be sent to HR. To obtain an ID card and system access a Confidentiality Agreement must accompany the request for non-employee account access.

## GREYHOUND ALERTS

The Greyhound Alerts system is a way to notify the campus community of emergencies. The system utilizes text messages, emails, and an exterior public address system with voice instructions. The system also incorporates messaging to desktops, digital signage, mobile apps, and more. Greyhound Alerts are used to relay important information about impending emergencies and provide updates as they are unfolding.

The Department of Public Safety activates and oversees the Greyhound Alerts system which includes a variety of communication methods. Alert capabilities are available all day, every day. The goal of Greyhound Alerts is to provide members of the Loyola community with relevant, timely information so they can make decisions and take actions that will ensure their health and safety during an incident.

Employees wanting to add their contact information can sign up [here](#) or contact Public Safety at 410-617-5010. It is strongly recommended for all members of the Loyola community to register.

Greyhound Alerts are sent using one or more of the following communication channels:

### 1. Text, Voice, Email, and Mobile App Messages

**Text Messages** – Greyhound Alerts text messages are sent to all text-message-capable phones registered in Everbridge. In some cases, you might be prompted to confirm receipt of a message by replying YES or respond by number (ex. 1 Safe, 2 Not Safe).

**Voice Messages** -Greyhound Alerts voice messages can be sent to all registered phones. This is an optional method and can be added through the portal.



**Email Messages** – Greyhound Alerts email messages are sent to all active students, faculty, staff, and administrators with a Loyola University Maryland email address. This delivery method is automatic and cannot be removed.

**Mobile App Messages** – Greyhound Alerts can be sent to the Contact Bridge mobile app. This app, once downloaded to a mobile device, allows registered users to receive Greyhound Alerts through the app in addition to text, email and voice messages.

2. **Desktop and Digital Signage Notification** – Greyhound Alerts can be sent to all university computers connected to the Loyola network. This includes office computers, classroom and meeting space projection, laptops, and digital signage in public spaces. Students and employees can add the software on their personal laptops by contacting the Office of Technology Services help desk at x5555. When the program is activated, a full screen pop-up will display on the computer monitor providing the community with emergency information. This information will remain on the screen until acknowledged or for 15 minutes.
3. **Exterior Siren System (Evergreen Campus Only)** – Greyhound Alerts can be sent to an exterior siren system on the Evergreen campus that uses speakers on the rooftops of the Andrew White Student Center, Campion Towers, and Fitness & Aquatic Center. These locations were selected to deliver the audible message across the entire Evergreen campus without adversely affecting the neighborhood. The emergency system includes an outdoor warning siren and public address system. When the outdoor siren is heard it will be followed with information about the type of emergency and instructions on what to do. The siren will also precede the “All Clear” signal. The outdoor siren system is tested on the first Monday of each month at 1:00 pm in conjunction with the text and email notification tests.
4. **Loyola Emergency Information Website** – View the emergency website for our current alert status [here](#).
5. **Blue Light Emergency Distress Station** – Emergency call boxes are placed throughout campus and provide immediate contact to campus police. By pushing the call button a voice signal is sent directly to our base dispatch center. Base operators will send campus police officers to the calling station to take appropriate action. The dispatch center will stay on the “line” with the person making the call until campus police arrives on scene. A map of our emergency call boxes can be found [here](#).

## HUMAN RESOURCES

The human resources office provides services related to employment, employee relations, compensation and benefits, and HR systems and records, in support of Loyola University Maryland’s mission, values, and strategic plan. Every employee—faculty, staff, or administrator—is assigned a human resources business partner. HR Business Partners will generally be the first point of contact for questions/concerns that you may have. Please call human resources at 410-617-2354 to find your HR Business Partner or for any other HR related questions. You may be referred to a specialist for some assistance, such as for benefits. To contact the benefits unit direct, call 410-617-1365.

Employee information regarding the policy manual, benefits, tuition exchange/remission programs, as well as policies and frequently used forms can be found online at the Human Resources page at <http://www.loyola.edu/department/hr>.

The faculty handbook can be found on the Academic Affairs webpage:

<https://www.loyola.edu/department/academic-affairs>.

### Professional Development

The University encourages every employee—faculty, staff, or administrator—to take advantage of the numerous opportunities for continuous learning offered within and outside of the University community. The office of Human Resources is committed to providing quality professional development opportunities to support career growth and professional excellence. Please visit this website to view our training programs: <https://www.loyola.edu/department/hr/development>.

## LOYOLA NOTRE DAME LIBRARY

The library has embarked on strategic plans that have guided the priorities and budget allocations to keep the library a vital organization for students, faculty and staff of Loyola and Notre Dame during the 21st century. The Loyola Notre Dame Library has held constant its underlying mission: the provision of top-quality library services and resources to the communities of Loyola University and Notre Dame of Maryland University.

The Loyola/Notre Dame Library is located past the Hammerman House along the Millbrook Road path next to the tennis courts. Their phone number is 410-617-6800. All employees are welcome to use the many resources housed at Loyola-Notre Dame Library. A Loyola ID card is required to check out books or videos. Library hours vary and are available here: <http://www.loyola.edu/Library/indexl.htm>.

### Research Assistance

The Research and Instruction (Reference) librarians are available to answer your questions in person, by phone, by chat (24/7) or IM, or by email. The intent is to help all patrons accomplish their research more completely and efficiently. Students or faculty may also schedule individual or group research assistance by filling out a request form here: <http://www.loyola.edu/library/ref/refresassist.htm>.

### Library Instruction

Faculty may request customized library instruction sessions for their classes. Sessions are either held in the Library's computerized instruction room or are held on-site in classrooms or other available rooms at Loyola or Notre Dame Campuses. Contact the Research & Instruction department at [askemail@loyola.edu](mailto:askemail@loyola.edu).

## MARKETING AND COMMUNICATIONS

The office of marketing and communications serves as Loyola's in-house marketing agency, a strategic resource for brand strategy, communications, marketing, public relations, web content and development, and creative design. We are dedicated to producing meaningful work driven by the University's priorities. Please visit their [website](#) and review the self-serve communication tools for items such as business cards, letterhead, envelope templates, PowerPoint templates, email signature templates and a host of other helpful tools.

## PRINTING & MAIL SERVICES

### Services

The Loyola University of Maryland Mail Center offers a wide variety of USPS services including stamp sales, mail shipments, package shipments, and international mail shipments. United Parcel Service (UPS) is also available.

### Policies and Procedures

Postal costs are charged directly to each department's budget. This is done monthly based on the actual usage of services. Mail is delivered and picked up in a zippered nylon bag bearing the name of the department. All outgoing mail retrieved from a mail bag is charged to the respective department.

All mail requiring postage is to be bundled separately from the inter-departmental mail and handling instructions should be noted on the Proper Handling/Mail Slip. All mail will be sent at the first class rate unless there are instructions to do otherwise. Proper Handling/Mail Slip forms are green in color (5.5" x 8.5") and may be obtained from the post office.

For all departments with more than one budget code, please attach a Proper Handling/Mail Slip for each group of mail being sent if it is other than the primary department code and place proper account number on each bundle. Contact the mail receiving, sorting, and processing facility at ext. 2804 or the campus post office at ext. 2258 for additional information.

### Address Formats

Format for campus address:

#### **Loyola University Maryland (Faculty and Staff)**

Name

Department, Building Name, Room Number

Loyola University Maryland

4501 N. Charles Street

Baltimore, Maryland 21210-2699

#### **Timonium Graduate Center**

Name

Department

Timonium Graduate Center

2034 Greenspring Drive

Timonium, Maryland 21093

### Hours

Loyola's mail room is, located next to Diane Geppi-Aikens Field and is open for business Monday through Friday 8:30AM to 5:30PM. Loyola's mail receiving, sorting, and processing facility is located at 5104 York Road and is open for business Monday through Friday 8:30AM to 5:00PM. For more information visit <http://www.loyola.edu/department/printing-mail/post-office>.

## PUBLIC SAFETY

The Loyola University Maryland department of public safety is comprised of over 80 sworn and civilian employees that work 24 hours a day, seven days a week to protect and serve the Loyola community. Loyola police officers have full police authority on all university property and work in close partnership with the Baltimore City Police Department in serving our community. Loyola police officers are unarmed but carry a range of medical supplies and non-lethal protective equipment for everyone's safety. In regards to our partnership with Baltimore City Police, the officers we employ on a part-time basis work mainly on our perimeters as an additional resource for Loyola and the surrounding community.

## To Report an Emergency

In case of a life-threatening emergency, call CAMPUS POLICE at (410) 617-5911. Campus police will then call 911 for you, send an officer to your location and facilitate the arrival of the Emergency Medical Personnel. For a NON-emergency, please call 410-617-5010.

## Student Escort/Monitor Program (*Also Available for Employees*)

The Student Escort/Monitor is responsible for not only providing safe escorts, but also assisting campus police in providing safety and security in designated areas. Any employee needing an Escort/Monitor please call 410-617-5566 or 410-617-5010.

## RECREATION AND WELLNESS

### The Fitness & Aquatic Center (FAC)

The FAC is located just one block north of the Charles Street Bridge and administratively houses all recreational sports programs. Any part-time, full-time employee, or retiree is eligible to purchase a membership. For hours of operation, prices, and class schedules please visit their website [here](#). For general information about the FAC, please visit their [homepage](#) or call 410-617-5453.

### Summer Camps

Camp Greyhound is your traditional day camp with a twist. Using Loyola University Maryland's Recreation and Wellness facilities, Camp Greyhound offers an adventure, sport, and creativity camp all in one! Join us for an experience that has been created to allow campers to meet new interests, try new activities, and learn along the way. Camp Greyhound is for students entering grades 1-6. Our summer camp brings a positive and energetic atmosphere with theme-days, specialized activities, and the best counselors! Learn more [here](#).

## STUDENT DEVELOPMENT

The student development division is committed to creating an inclusive community that facilitates and enhances student learning and development. Anchored in the core values of our Jesuit University, they aspire for every student to fully embody, "strong truths, well lived." If you have a concern about a student's behavior, please contact 410-617-5153. If you have been given information by a student that could cause concern, or have any questions that pertains to the student experience, please contact 410-617-5171.

## SUSTAINABILITY AT LOYOLA

### Caring for our Common Home

At Loyola University Maryland, caring for our common home means fulfilling the institution's mission in a way that encompasses human and ecological health, social justice, secure livelihoods, and a better world for all generations. Loyola is committed to reducing our carbon footprint, educating our students and community on this topic, and integrating sustainable practices across our institution.

As employees you can participate in advancing sustainability at Loyola in the following ways:

- [Dispose of your waste](#) correctly
- Join the Green Spaces [program](#) with your office, department, or lab

- Help us reduce our emissions through reducing your energy load at work, carpooling, or taking public transportation
- Take the [Laudato Si' pledge](#)
- Help communicate the importance of this work

For more information, you can refer to our [website](#) or contact us at [sustainability@loyola.edu](mailto:sustainability@loyola.edu).

## TECHNOLOGY SERVICES

Welcome to the Office of Technology Services. Our department wants your experience with Loyola technology to be positive and productive. To this end, we stand ready to support and assist with your academic and administrative technology needs.

Located in Knott Hall 003, the Technology Services Help Center is your gateway to Loyola technology services and support. It provides technical assistance to all members of the community. Please report all problems related to technology, including requests for the repair of Loyola-owned hardware, software, telephones, network connectivity, and Managed Print to the Help Center so the problem can be tracked and a repair technician dispatched. During the Academic year, the Help Center is open from 7:30AM to 7:00PM on Monday through Thursday, and 7:30AM to 5:00PM on Friday. The Help Center can be reached at 410-617-5555 or [ots@loyola.edu](mailto:ots@loyola.edu) or visit our [website](#).

Your Loyola account information will be emailed to the non-Loyola email account that you provided to HR. Your login and password allow access to all of the Loyola systems you will use daily.

**Please note: Technology Services will never ask you for your password; please do not share it with anyone.** All Loyola members should enroll in password self-service which will allow you to reset your own password and unlock your account.

## TITLE IX

As a campus community we are committed to education, training, and services that encourage healthy, safe and respectful relationships. At Loyola, we go beyond compliance with federal laws around gender-based violence, and we aspire to provide an environment that is rooted in our Jesuit traditions of justice and respect for others. Loyola University Maryland is committed to providing an environment free from sex-based discrimination and harassment. Loyola does not tolerate any kind of gender-based discrimination and harassment, which includes sexual assault, sexual harassment and gender-based harassment. Loyola complies with Title IX of the Education Amendments of 1972 which prohibits discrimination on the basis of sex in any federally funded education programs and activities.

Anyone who believes they have been subjected to gender-based discrimination or harassment is encouraged to report these incidents to the Title IX Coordinator, Deputy Coordinator, Title IX Intake Officer, or any University official immediately. Loyola University Maryland will take steps to investigate, eliminate and remediate any form of discrimination or harassment. As a reminder, any University administrator, staff with supervisory responsibilities, faculty member, campus police officer, athletic coach, athletic trainer, graduate resident coordinator, or resident assistant who are made aware of an allegation of gender-based discrimination or harassment are expected to report the incident to the Title IX Coordinator and/or Deputy Coordinators. Certain employees who are serving in a privileged

professional capacity (e.g., mental health counselors, Loyola's confidential advocate, nurses and doctors, or clergy acting in a spiritual capacity) are not bound by this expectation, except as required by law.

For general questions about Title IX at Loyola University Maryland, email [TitleIX@loyola.edu](mailto:TitleIX@loyola.edu).

**Title IX Coordinators:**

Title IX Coordinator (for the university)  
David Tiscione (he/him/his)  
Director of Title IX, Compliance, and Assessment  
410-617-2763  
[dmtiscione@loyola.edu](mailto:dmtiscione@loyola.edu)

Title IX Coordinator (for students)  
Sydney Quantock  
Assistant Director of Title IX, Compliance, and Assessment  
[squantock@loyola.edu](mailto:squantock@loyola.edu)

Deputy Coordinator (for faculty, staff and administrators)  
Kristi Yowell (she/her)  
Chief People and Culture Officer & Associate Vice President for Human Resources  
410-617-1350

**Title IX Intake Officers for Students:**

Neil Andrito (he/him)  
Director Student Life  
410-617-2488  
[nfandrito@loyola.edu](mailto:nfandrito@loyola.edu)

Rhona Little (she/her)  
Diversity and Inclusion Specialist  
410-617-2082  
[rlittle1@loyola.edu](mailto:rlittle1@loyola.edu)

Teddi Burns (she/her)  
Associate Athletic Director/SWA  
410-617-2643  
[tburns@loyola.edu](mailto:tburns@loyola.edu)

Dennis Velez (he/him)  
Associate Director ALANA Services  
410-617-2004  
[dvelez@loyola.edu](mailto:dvelez@loyola.edu)

Stepf Diaz (they/them)  
Associate Director Residential Education  
410-617-5081  
[sdiaz@loyola.edu](mailto:sdiaz@loyola.edu)

Kelli Walker (she/her)  
Program Assistant Title IX  
410-617-5646  
[kwalker1@loyola.edu](mailto:kwalker1@loyola.edu)

**Title IX Intake Officers for Faculty, Staff & Administrators:**

Toya Dailey-Smith (she/her)  
Associate Director, ER & Org. Development  
410-617-1360  
[Tdailey-smith@loyola.edu](mailto:Tdailey-smith@loyola.edu)

Bonnie Wrzosek (she/her)  
HR Partner  
410-617-1367  
[bwrzosek@loyola.edu](mailto:bwrzosek@loyola.edu)

# UNIVERSITY LEADERSHIP – ORGANIZATIONAL CHART

