# Administrative Quick Reference Guide

## UWF DIVISIONS:

- **President’s Division**
  - President’s Office: uwf.edu/president/ (474.2200)
- **Academic Affairs**
  - uwf.edu/academic/ (474.2035)
- **Business, Finance, and Facilities**
  - uwf.edu/businfac/ (474.2210)
- **Student Affairs**
  - uwf.edu/studentaffairs/ (474.2214)
- **University Advancement**
  - uwf.edu/offices/advancement/ (474.3306)

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### President’s Division

- Office of the President: 474.2200
- Vice President and Chief of Staff: 474.2200
- Economic Development & Engagement, Office of (OEDE): 474.2661
- Florida Small Business Development Center (FSBDC): 473.7800
- General Counsel: 474.3420
  - Contracts, Agreements, MOU Review
  - Formal Grievances
  - Public Records Requests
  - University Representation and Litigation
- Governmental Relations: 474.3345
- HAAS Center: 439.5400
- Human Resources: 474.2694
  - ADA Compliance: 474.2694
  - Benefits: 474.2884
  - Benefits/Retirement: 474.2604
- Employee Relations, Conflict Resolution, Disciplinary Actions: 474.2611
- Employment and Classification, Job Descriptions, Police Promotion Exams: 474.2156
- Employment Files & Public Records Requests: 474.2205
- Employment Separations: 474.2602
- Equal Opportunity, Affirmative Action, Discrimination, Harassment: 474.2175
- General Inquiries: 474.2175

### President’s Division (cont.)

- HR Processing, Records: 474.2508
- Performance Management, Evaluations: 474.2292
- Training & Performance: 474.2292
- Workers’ Compensation, Work Related Injuries, Employment, Background Screens: 474.2606
- Internal Auditing & Management Consulting: 474.2636
  - Audits: 474.2637
  - Consulting Projects (Management Advisory Services): 474.2637
  - Follow-Up of Audit Recommendations: 474.2636
  - Investigations (Non-Criminal): 474.2637
  - PCard Audit: 474.2639
  - Whistleblower Contact: 474.2636

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- Office of the Provost: 474.2035
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- New Student Orientation: 473.7229
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- Regional Accreditation: 474.2894
- Strategic Enrollment Planning & Institutional Research (SEPIR): 474.2632
- Strategic Planning & Institutional Effectiveness (SPIE): 474.2894
- College of Arts and Sciences (CAS): 474.2688
- College of Business (COB): 474.2348
- College of Professional Studies (COPS): 474.2769
- CULTA (Center for University Teaching, Learning & Assessment): 473.7435
- Equity, Diversity & International Affairs, Office of: 474.2059
- Emerald Coast Campuses: 863.6565
- Enrollment Affairs: 474.3386
- Financial Aid: 474.2400
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- General Studies: 474.3160
- Graduate School: 473.7716
- Innovation Institute: 474.2992
- Academic Technology Center: 474.2056
- Continuing Education: 473.7468
- Military & Veteran’s Resource Center: 474.2550
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- Help Desk: 474.2075
- International Education & Programs: 474.2479
- University Libraries: 474.2424
- Archives & West Florida History Center: 474.2213
- Circulation: 474.2414
- Reference: 474.2424
- Registrar’s Office: 474.2244
- Registration: 474.2247
- Transcripts: 474.3370
- Withdrawals: 474.3383
- Research and Sponsored Programs: 474.2824
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Student Affairs ..................................... uf.edu/studentaffairs/ 474.2214
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Division of Business, Finance, and Facilities
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(BEI is UWF Business Enterprises Inc.)

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