

CAMPUS ADMINISTRATORS

(List titles also serve as the correct salutations for mailings)

DD: DEANS, DIRECTORS, DEPARTMENT CHAIRS & ADMINISTRATIVE OFFICERS

Chancellor, Deans, Med Cntr Director, Chair Acad Senate, VCs, Assoc VCs, Asst Chancellors, AVCs, University Librarian, VChair Acad Senate, Assoc Deans, Med Cntr/MZ Assoc & Asst Directors, Directors reporting to VCs, Acad Chairs, ORU Directors

DA: DEPARTMENT ADMINISTRATORS

Dept MSO or equivalent, Med Cntr/MZMgrs, Med Cntr/MZ Admin Nurses, Med Cntr/MZ Assoc Directors & Asst Directors, Acad Dept VChairs, Acad Dept Div Heads/Chiefs, Dental Clin Directors, Dental Clin Assoc & Asst Directors, Mngrs & Directors reporting to AVCs

CA: CAMPUS ADMINISTRATORS

Combines all of DD & DA.

MS: MANAGERS & SUPERVISORS

Supervisors, Mngrs, & Acad Supervisors as coded by Human Resorces. Approval of Labor Relations required.

AA: ACADEMIC & ADMINISTRATIVE DEPARTMENTS

Campus Departments, Divisions, Units, Labs.

AS: ACADEMIC SENATE

Members of the Academic Senate. Approval of Academic Senate Office required.

NEWSBREAK

Students only

NEWSSE: Staff Employees (excluding Med Cntr or MZ)

NEWSFA: Acad Faculty (excluding House Staff)

NEWSFC: Clin Faculty (Private Provider)

NEWSALL: All of the above

MEMBERS OF THE CAMPUS COMMUNITY

(This salutation may be used for any combination of the Staff & Faculty lists below)

SE: STAFF EMPLOYEES

All Staff Employees that have regular career appointment

SEM: Staff Employees for School of Medicine

SEDM: Staff Employees for Department of Medicine

SED: Staff Employees for School of Dentistry

SEP: Staff Employees for School of Pharmacy

SEN: Staff Employees for School of Nursing

FMS: Full-time Academics, School of Medicine

NRS: All Non-Represented Staff (all shifts) or choose individually

MSP: Exec & Map only

PSS: APS or Staff

HSC: Health Sciences Employees only

ABOG: Academic Business Officers Group

CAS: Campus Auxiliary Services

BARGAINING UNITS (on campus only)

CX EX

NX SX

HS: HOUSE STAFF

Bulk mailing to Medical Residents or affiliated hospitals – VAMC, SFGH, and on-campus departments (all on-campus)

FA: FACULTY-ACADEMIC (Paid)

Salaried Faculty mostly on-campus addresses, some off-campus

FAR: Fac-Acad, including Researchers

FARF: Full-time Fac-Acad, including Researchers

FAXR: Fac-Acad, excluding Researchers

FAXRF: Full-time Fac-Acad, excluding Researchers

FAMR: School of Medicine only, including Researchers

FAMRF: Full-time School of Medicine only, including Researchers

FMXR: School of Medicine only, excluding Researchers

FMXRF: Full-time School of Medicine only, excluding Researchers

FAMD: Dept of Medicine only, including Researchers

FAMDF: Full-time Dept of Medicine only, including Researchers

FDXR: Dept of Medicine only, excluding Researchers

FDXRF: Full-time Dept of Medicine only, excluding Researchers

FAD: School of Dentistry only

FADF: Full-time School of Dentistry only

FAN: School of Nursing only

FANF: Full-time School of Nursing only

FAP: School of Pharmacy only

FAPF: Fulltime School of Pharmacy only

MSSCH: All Medical School (Managers & Supervisors for all schools)

PAA: Public Admin Analysts only

SRA: Staff Research Associates only

FMS: Full-time Academics, School of Medicine (home address)

FC: FACULTY-CLINIC (Not Paid)

Non-salaried faculty mostly off-campus/private practice addresses, some on-campus

FCMS: School of Medicine only (off campus or box number)

FMS: Full-time Academics, School of Medicine (home address)

FCMD: Dept of Medicine only

FCD: School of Dentistry only

FCN: School of Nursing only

FCP: School of Pharmacy only

AFC: Accoc Clin Faculty (private practice address)

HELPFUL HINTS:

1. Let the date of your letter coincide with the day your letter will be delivered to your correspondent.
2. Avoid Rush Charges by including us while in the planning stages. Advance notices are always welcome.
3. Consider the postage cost when designing you mail piece. The size of the material can often result to additional cost.
4. You can facilitate campus distribution by folding in half or in thirds for mailing with less than 4 pages.
5. For glossy material, instruct your printer to mask an area for labels or inkjet address.
6. If you purchase your mailing labels from outside vendors, ask for CASS certification and postal printout.

FOR QUESTION, PLEASE CALL CUSTOMER SERVICE AT 476-5900