

# STEPHENS COLLEGE FACULTY/STAFF DIRECTORY FORM

All Stephens College employees are listed in the printed and online directory with the minimum contact information of **name, department/office, campus box and phone number or email address.**

**IMPORTANT NOTE:** If you wish to be excluded from the directory, please check the box below and return this form to Box 2051.

- Do NOT include my information in the Stephens directory.  
*By checking this box, I understand that information about my Stephens employment will not be included in the campus directory.*

## Office Information:

Please specify to whom you would like the information accessible.

**Campus view:** accessible to Stephens faculty, staff and students

**Public view:** accessible to the general public

	<i>Please circle all that apply:</i>	
	<i>Campus</i>	<i>Public</i>
Name: _____		
Department: _____		
Job Title: _____		
Stephens Email: _____		
Office Building & Room: _____		
Office Phone #: _____ /Office Ext. #: _____		
Office Fax #: _____		
Campus Box #: _____		

## Home Information:

*I authorize Stephens College to publish the following home information for the campus community only:*

Address: \_\_\_\_\_  
\_\_\_\_\_

Home Phone #: \_\_\_\_\_ Home Fax #: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_ Pager #: \_\_\_\_\_

Home Page (list URL): \_\_\_\_\_

Signature: \_\_\_\_\_

Please complete this form and return to the Office of Marketing and PR at Campus Box 2051.  
Visit the Stephens directory at [www.stephens.edu/directory](http://www.stephens.edu/directory).