



NEW YORK UNIVERSITY MAILING LISTS FULL-TIME & PART-TIME PERSONNEL

Available by list designation/s and subdivision/s. School of Medicine is not included unless specifically stated.

Both home and University address/es are available unless otherwise indicated.

SEE REVERSE FOR ORDERING INSTRUCTIONS.

LIST DESIGNATION	DESCRIPTION	LABEL COUNTS*																																				
A	Administrative-Officers/Directors (Central) <i>(Code 100, Full-time) Director-level and above including President.</i>	179																																				
B	Administrative / Professional Staff (Central & Schools) <i>(Code 100, Full-time) Below Director-level.</i>	2555																																				
C	Deans and Directors (Schools) <i>(Code 100, Full-time) Director-level and above including all levels of Deans.</i>	188																																				
SUBTOTAL: FULL-TIME ADMINISTRATORS/PROFESSIONAL STAFF (CODE 100)		2922																																				
E	Faculty (Code 102, Full-time) <i>Available for all SCHOOLS/INSTITUTES or as individual units.</i>																																					
	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;">SCHOOLS/INSTITUTES</th> <th style="text-align: center; border-bottom: 1px solid black;"></th> <th style="text-align: left; border-bottom: 1px solid black;">SCHOOLS/INSTITUTES</th> <th style="text-align: center; border-bottom: 1px solid black;"></th> </tr> </thead> <tbody> <tr> <td>71 Abu Dhabi</td> <td style="text-align: center;">3</td> <td>53 Law</td> <td style="text-align: center;">140</td> </tr> <tr> <td>74 CIMS</td> <td style="text-align: center;">117</td> <td>31 Libraries</td> <td style="text-align: center;">54</td> </tr> <tr> <td>67 Dentistry</td> <td style="text-align: center;">278</td> <td>44 SCPS</td> <td style="text-align: center;">96</td> </tr> <tr> <td>55 Education</td> <td style="text-align: center;">264</td> <td>43 Social Work</td> <td style="text-align: center;">48</td> </tr> <tr> <td>59 FAS</td> <td style="text-align: center;">960</td> <td>83 Stern</td> <td style="text-align: center;">226</td> </tr> <tr> <td>62 Gallatin</td> <td style="text-align: center;">50</td> <td>58 TSOA</td> <td style="text-align: center;">276</td> </tr> <tr> <td>89 IFA</td> <td style="text-align: center;">26</td> <td>45 Wagner</td> <td style="text-align: center;">39</td> </tr> <tr> <td>78 ISAW</td> <td style="text-align: center;">9</td> <td></td> <td></td> </tr> </tbody> </table>	SCHOOLS/INSTITUTES		SCHOOLS/INSTITUTES		71 Abu Dhabi	3	53 Law	140	74 CIMS	117	31 Libraries	54	67 Dentistry	278	44 SCPS	96	55 Education	264	43 Social Work	48	59 FAS	960	83 Stern	226	62 Gallatin	50	58 TSOA	276	89 IFA	26	45 Wagner	39	78 ISAW	9			
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SUBTOTAL: FULL-TIME FACULTY (CODE 102)		2586																																				
F	Faculty with additional administrative titles (Code 102, Full-time) <i>Included in the E list above and available for all SCHOOLS/INSTITUTES or as individual units.</i>	457																																				
G	Research Scientists and Scholars/Training Specialists in Sponsored Programs <i>(Code 103, Full-time)</i>	804																																				
K	Office & Clerical Staff / Lab & Technical Staff (Code 104,106, Full-time)	1459																																				
L	Office & Clerical Staff / Lab & Technical Staff (Code 114,116, Part-time)	35																																				
N	General Service Staff (Code 107, Full-time)	594																																				
P	Administrators/Professional Staff (Code 110, Part-time)	51																																				
Q	Faculty (Code 112, Part-time) <i>home address recommended</i>	7699																																				
T	Retired (All Codes) <i>Formerly Full-time and Part-time</i> <i>home only</i>	1590																																				
X	Departmental Chairpersons (All Codes, Full-time) <i>Included in the E list above and available for all SCHOOLS/INSTITUTES or as individual units.</i>	79																																				
MPM	School of Medicine Faculty (Code 102, Full-time) <i>home address required</i>	1368																																				
*GRAND TOTAL: LABEL COUNTS FOR ALL DIVISIONS AS OF MARCH 27, 2012		19,331																																				

Instructions

Mailing and addressing services are provided through NYU Copy Central at extension 81050. The requirements for placing an order are:

1. A valid NYU chartfield.
2. A completed Requisition form* with the appropriate authorization signature(s).
3. Indication of the list designation(s) you desire. Specific unit(s) and department(s) within list designation(s) may be targeted by specifying the name(s) of the desired unit(s) and the departmental name(s) within the desired unit(s).
4. Indication of home or interoffice addresses.
5. Indication of whether interoffice items to be addressed are self-mailers, or if items will be distributed via interoffice envelopes.

*Requisition forms are available from NYU Copy Central.