**Department of English and Comparative Literary Studies**

**Please supply the following information for the Staff Contact Grid which can be found on the ‘M’ drive under Administration:**

|  |  |
| --- | --- |
| **Name** |  |
| **Office Room Number**  ***(if applicable)*** |  |
| **Office Extension** ***(if applicable)*** |  |
| **Email address/es** |
| **Home Address/es** |

**\*Please indicate if your home number may be given to students**

**(A=at any time, E=Emergency only, N=under no circumstances)**

|  |  |  |
| --- | --- | --- |
| **Home tel.** |  | **\*** |
| **Mobile** |  | **\*** |

**In case of emergencies please supply a contact name, address and telephone number – PLEASE NOTE this information will be kept by our Departmental Secretary and will not appear on the Staff Contact Grid**

|  |  |
| --- | --- |
| ***Name*** |  |
| ***Telephone/email*** |  |
| ***Address*** |  |

***Please return the completed form to Reception as soon as possible***

 ***at the start of term 1 – many thanks.***