

UWT: Academic Human Resources

Name/Title	Role	Advises On	Additional Support
<p>Sarah Davies Breen Director sdaviesb@uw.edu 253-692-4305</p>	<ul style="list-style-type: none"> Title: Director of Academic HR and Faculty Affairs Addresses High Level Academic Personnel Strategy Oversees Academic HR Operations and Faculty Affairs Supervises Academic HR Personnel Manager & Faculty Assembly Coordinator Primary contact for Seattle OAP on UWT AHR matters 	<ul style="list-style-type: none"> Promotion and Tenure 25-71, UCIRO and Personnel Issues Faculty Code Interpretation Policy and Procedure Development Search/Hiring, Recruitment, Retention Diversity, Equity, Inclusion (DEI) in AHR VISAs/International Advises Leadership on Strategic Planning (including EVCAA, Chancellor, and Deans) Advises individual faculty (as needed) with Academic or HR concerns; primarily advises Deans and Associate Deans on AA and AHR matters 	<ul style="list-style-type: none"> EVCAA Projects Hiring Plan Annual New Faculty Orientation Tri-campus Interfolio Working Group Faculty Assembly Partner: <ul style="list-style-type: none"> - APT Committee - Faculty Affairs Committee - Chair, Vice Chair
<p>Danelle Pettersen Manager ddauron@uw.edu 253-692-5664</p>	<ul style="list-style-type: none"> Title: AHR Personnel Manager Provides AHR support to the School Directors of Operations Supports Faculty HR Needs Trainer- AHR Processes and Workday BPs Employee Relations Liason for UWS OAP Business Partners and ISC and the UWT School Directors of Ops 	<ul style="list-style-type: none"> Faculty Appointments and Policy Academic HR Processes and Appointment Issues Academic Personnel Related Transactions in Workday Compensation Policy and Procedures Leave of Absences Interfolio/Ad Placement Reappointments (Cyclical) Sabbaticals Competitive Faculty and Admin Offer Letters 	<ul style="list-style-type: none"> Hiring Plan Process Merit Process AHR Website Quarterly Temp Hire Approval Process Promotion and Tenure inquiries
<p>Heather Porter Admin Assist. III hlp3@uw.edu 253-692-4889</p>	<ul style="list-style-type: none"> Title: Administrative Assistant Reports to EVCAA with dotted line to Director of Academic HR and Faculty Affairs 	<ul style="list-style-type: none"> Workday Approvals for Temp Faculty Hires Review Temp Faculty Hire Packets from schools Maintain AHR Personnel Filing System 1460 Outside Work for Compensation Form EVCAA Calendar/Meeting Scheduling 	<ul style="list-style-type: none"> Meeting/Conference Arrangements Chancellor's Suite Coverage and Support