

UWT: Academic Human Resources

Name/Title	Role	Advises On	Additional Support
Gerri Williams Director gerriw@uw.edu 253-692-4305	- 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	- 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	- EVCAA & Chancellor delegated work - Hiring plan strategy, content - Annual New Faculty Orientation - Tri-campus Interfolio Working Group; Tri-campus Faculty Affairs Advisory Cmte - Faculty Assembly Partner: - APT Committee - Faculty Affairs Committee - Chair, Vice Chair
Keying Wen Manager kwen1@uw.edu 253-692-5664	- Title: AHR Manager - Provides AHR support to the School Directors of Operations - Supports Faculty HR Needs - AHR Processes and Workday BPs - Liason for UWS OAP Business Partners and ISC and the UWT School Directors of Ops	- Routine faculty appointment actions/transactions in and out of Workday - Routine AHR processes and appointment issues - Workday reporting, compliance, data mgmt. - Faculty Compensation Policy and Procedures - Faculty Leave of Absences - Interfolio/Ad Placement of Faculty Postings - Reappointments (Cyclical) - Sabbaticals - Competitive Faculty and Admin Offer Letters	- Hiring Plan Process - Merit Process - AHR Website - Quarterly Temp Hire Approval Process - AHR Director Support - Promotion and Tenure process/document inquiries
Heather Porter Admin Assist. III hlp3@uw.edu 253-692-4889	- Title: Administrative Assistant - Reports to EVCAA with dotted line to Director of Academic HR and Faculty Affairs	- 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	- Meeting/Conference Arrangements - Chancellor's Suite Coverage and Support