

New Administrator Orientation

“Things That Come Across Our Desks”

Melanie Trowbridge, Assistant Director, AHR

Kara Yermak, Assistant Director, AHR

Objectives

- Meet your Academic Human Resources Consultants
- Learn a bit about key Academic HR policies
- Understand consultative services offered by Academic HR
- FEEL EXCITED about furthering your careers at MSU, knowing that you have partners in AHR committed to your on-going success!

AHR Responsibilities

- Develop and maintain academic human resources policies and procedures that enhance the ability to recruit and retain an outstanding, internationally competitive faculty and excellent academic staff.
- Promote equal employment opportunity, affirmative action, non-discrimination, and inclusion in the appointment and advancement of faculty and academic staff.

AHR Responsibilities

- Provide faculty, academic staff, and academic leaders with faculty development, leadership development, and organizational development programs and activities to enhance their individual and unit effectiveness.
- Provide strategic expert advice, information, and data collection and analysis on academic human resources issues.

About the Office

- Academic HR Consultants
 - Policy interpretation
 - Academic governance committees
 - Dual career support
- Liaisons for academic unions: UNTF and GEU
- Partner with Central Human Resources on issues that are cross-cutting for faculty, academic staff, and University support staff

Why call Kara and Melanie?

- I need to recruit a new team member-
What is the most appropriate academic classification?
- I need to write an offer letter with special terms and conditions – what is allowable?
- I know who I want to hire for a faculty position in my department – how do I get around the search process?

Why call Kara and Melanie?

- I need to terminate a fixed term appointment early (next week) due to lack of funding. How do I accomplish this?
- I just terminated my Research Associate due to poor performance. How do I remove him from my unit?
- My Academic Specialist has been out on a medical leave for 2 months, but has not provided any documentation. What do I do?

Why call Kara and Melanie?

- We made a partner/spousal hire three years ago, but that individual's appointment ends next month. We do not plan to reappoint him. Thank you.
- I granted a leave of absence for Professor Davis 6 months ago. I have reason to believe that he is working for another university. What should I do?

Why call Kara and Melanie?

- I am hiring a fixed term Assistant Professor who will have ~20% teaching and 80% research. Is this appointment covered by the UNTF?
- I have a tenured faculty member who has not quite met the eligibility for a sabbatical – what are my options?

Your AHR Team

- Terry Curry – Associate Provost and
Associate Vice President
- Julianne Fent – Executive Staff Assistant
- Melanie Trowbridge – Assistant Director
- Kara Yermak – Assistant Director



THANK YOU!!