

# "Things that cross our desks"

New Administrator Orientation, 2019

Melissa Sortman  
Kara Yermak  
Kathy Lewless

Objectives

Why call us?

About AHR

Questions?

# 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!



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# About AHR

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- We are responsible for ensuring that MSU is able to attract and retain an internationally competitive faculty and academic staff so that MSU can accomplish its mission of advancing the common good.



Our primary  
roles

Your AHR  
team

# Our primary roles

- To 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.
- To promote equal employment opportunity, affirmative action, non-discrimination, mutual respect and accountability and inclusion in all aspects of the employment relationship for faculty and academic staff.
- To support faculty, academic staff, and academic leaders in developing their individual and unit effectiveness.
- To provide strategic expert advice, information, and analysis on academic human resource issues utilizing best practices and research.

# Other roles

- Work with HR Employee Relations to negotiate and administer union contracts with graduate teaching assistants and non-tenure track faculty.
- Work closely with Human Resources on issues that are cross-cutting for faculty, academic staff and University support staff (e.g., employee benefits).
- Work closely with Office of Institutional Equity (OIE) on issues related to Relationship Violence and Sexual Misconduct (RVSM) and Anti-Discrimination (ADP) Policies.

## Your AHR team

- **Theodore H. Curry II** - Associate Provost and Associate Vice President
- **Julianne Fent** - Executive Staff Assistant
- **Melissa Sortman** - Director
- **Kara Yermak** - Director
- **Kathy Lewless** - Director



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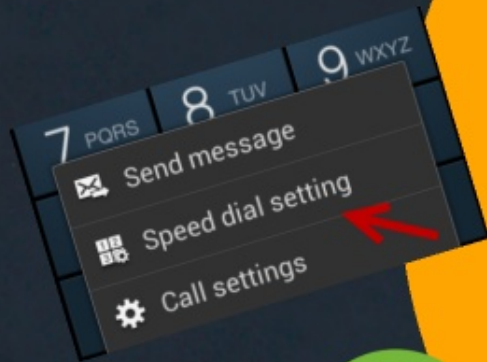
# Why call Kara, Kathy & Melissa?

We are your Academic HR consultants on all employment matters related to faculty, academic staff or executive management. We've heard just about EVERYTHING!



What we do

Examples



## What we do

- Academic HR consultants
  - Policy interpretation
  - Academic governance committees
  - Dual career support
  - Employee relations issues
  - Search and recruitment strategies
- Liaisons for academic unions: UNTF and GEU
- Lead university-wide HR projects



# Some examples

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



# Some examples

- 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 two months, but has not provided any documentation. What do I do?
- I recently received an OIE notification about a faculty member's alleged inappropriate behavior with a student. What do I do?

# Some examples

- I have a faculty member that will be traveling with students to conduct research. Because of limited grant funding, this faculty member would like to share a hotel room with his students. Can I approve this travel authorization?
- Our unit has recently reorganized. My fixed term academic specialist has taken on significant duties as a result of the reorganization. Merit increases take place in October, how can I recognize her increase in duties today?
- I granted a leave of absence for Professor Davis six months ago. I have reason to believe that he is working for another university. What should I do?

# Some examples

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



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# Thank You!

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Welcome to MSU! We look forward to partnering with you!





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