

College of Arts and Sciences

HR and Faculty Affairs – Areas of Responsibility

HR Partner (Duties)	
Additional Duties Requests (ADR)	Professional-Track Faculty Promotions
Administrative Appointments – Departmental-Level Admin. Appointments (Ex. UG Director)	Position Descriptions - Updates
Affiliate Positions	Post-Tenure Review Extensions
Bonus	Summer Instruction/ECOM
Dual Employment (External/Internal)	Reappointing Employees
Employee Relations	Retention
EPMS	Salary Adjustments (TSA, GSA, SAP)
Faculty Overload (FOV)	Separations (Retirement, Resignation, etc.)
Pay for Performance (PFP)	Sabbatical Leave
Leave Without Pay	Tenure and Promotion (Fall/Spring Cycle)
Hiring of Employees (FTE, RGP, TL, Temp)	Tenure Clock Extensions
Leave of Absence (Military, Personal, Jury, Bereavement, etc.)	Tenure Progress Review Extensions
Modified Duties	Workers Compensation

HR Manager/College (Duties)
Associate Dean Appointments
Chair/Director Appointments
Emeritus Status for Retiring Faculty
Employee Relations
Endowed Chair and Professorships
McCausland Fellows
Undergraduate Teaching Awards