

# UWT: Academic Human Resources

Name/Title	Role	Advises On	Additional Support
<p><b>Sarah Davies Breen</b>  <b>Director</b>  <a href="mailto:sdaviesb@uw.edu">sdaviesb@uw.edu</a>  <b>253-692-4305</b></p>	<ul style="list-style-type: none"> <li>Title: Director of Academic HR and Faculty Affairs</li> <li>Addresses High Level Academic Personnel Strategy</li> <li>Oversees Academic HR Operations and Faculty Affairs</li> <li>Supervises Academic HR Personnel Manager &amp; Faculty Assembly Coordinator</li> <li>Primary contact for Seattle OAP on UWT AHR matters</li> </ul>	<ul style="list-style-type: none"> <li>Promotion and Tenure</li> <li>25-71, UCIRO and Personnel Issues</li> <li>Faculty Code Interpretation</li> <li>Policy and Procedure Development</li> <li>Search/Hiring, Recruitment, Retention</li> <li>Diversity, Equity, Inclusion (DEI) in AHR</li> <li>VISAs/International</li> <li>Advises Leadership on Strategic Planning (including EVCAA, Chancellor, and Deans)</li> <li>Advises individual faculty (as needed) with Academic or HR concerns; primarily advises Deans and Associate Deans on AA and AHR matters</li> </ul>	<ul style="list-style-type: none"> <li>EVCAA &amp; Chancellor delegated work</li> <li>Hiring plan strategy, content</li> <li>Annual New Faculty Orientation</li> <li>Tri-campus Interfolio Working Group; Tri-campus Faculty Affairs Advisory Cmte</li> <li>Faculty Assembly Partner:               <ul style="list-style-type: none"> <li>- APT Committee</li> <li>- Faculty Affairs Committee</li> <li>- Chair, Vice Chair</li> </ul> </li> </ul>
<p><b>Frankie Nogales</b>  <b>Administrator</b>  <a href="mailto:Fan3@uw.edu">Fan3@uw.edu</a>  <b>253-692-5664</b></p>	<ul style="list-style-type: none"> <li>Title: AHR Administrator</li> <li>Provides AHR support to the School Directors of Operations</li> <li>Supports Faculty HR Needs</li> <li>AHR Processes and Workday BPs</li> <li>Liason for UWS OAP Business Partners and ISC and the UWT School Directors of Ops</li> </ul>	<ul style="list-style-type: none"> <li>Routine faculty appointment actions/transactions in and out of Workday</li> <li>Routine AHR processes and appointment issues</li> <li>Workday reporting, compliance, data mgmt.</li> <li>Faculty Compensation Policy and Procedures</li> <li>Faculty Leave of Absences</li> <li>Interfolio/Ad Placement of Faculty Postings</li> <li>Reappointments (Cyclical)</li> <li>Sabbaticals</li> <li>Competitive Faculty and Admin Offer Letters</li> </ul>	<ul style="list-style-type: none"> <li>Hiring Plan Process</li> <li>Merit Process</li> <li>AHR Website</li> <li>Quarterly Temp Hire Approval Process</li> <li>AHR Director Support</li> <li>Promotion and Tenure process/document inquiries</li> </ul>
<p><b>Heather Porter</b>  <b>Admin Assist. III</b>  <a href="mailto:hlp3@uw.edu">hlp3@uw.edu</a>  <b>253-692-4889</b></p>	<ul style="list-style-type: none"> <li>Title: Administrative Assistant</li> <li>Reports to EVCAA with dotted line to Director of Academic HR and Faculty Affairs</li> </ul>	<ul style="list-style-type: none"> <li>Workday Approvals for Temp Faculty Hires</li> <li>Review Temp Faculty Hire Packets from schools</li> <li>Maintain AHR Personnel Filing System</li> <li>1460 Outside Work for Compensation Form</li> <li>EVCAA Calendar/Meeting Scheduling</li> </ul>	<ul style="list-style-type: none"> <li>Meeting/Conference Arrangements</li> <li>Chancellor's Suite Coverage and Support</li> </ul>