

Delineation of Duties - Shared Services/Work Unit/Faculty Services/UA HR

ACTIVITY	SS HR Coordinator	Work Unit	Faculty Services	UA HR	Task	Notes
ACADEMIC AND OPS		X	X		Review requests for the Dean related to Faculty	<ul style="list-style-type: none"> The dean (or designee) reviews internally any requests related to Faculty Dean may consult with FS as needed regarding particular requests
ACADEMIC AND OPS		X			New Faculty Orientation - CAFÉ activities (if any)	The Employee Experience Department directs new faculty hires to contact Marian Bruce or Shawnalee Whitney to learn about faculty onboarding.
ACADEMIC AND OPS				X	Schedule Benefits Overview with UA HR	UA HR emails new faculty hires directly with the next available Benefits Overview session
ACADEMIC AND OPS	X				Adjunct onboarding - HR (direct deposit, payroll questions, benefits etc.)	Adjuncts receive a "welcome to UAA" onboarding email that directs them to this information
ACADEMIC AND OPS		X			Adjunct onboarding - Instructional support. Provide information and guidance relating to academics. Unit specific orientation, resources, office set up and supplies, key access, ITS etc.	Solely up to the work unit to provide inhouse onboarding particular to their work unit
ACADEMIC AND OPS		X	X		Fall Commencement coordination (if any)	FS to provide names of emeritus for commencement program
ACADEMIC AND OPS	X	X	X		Faculty Development and Travel Grant Proposals and Awards	<ul style="list-style-type: none"> Work Unit has internal process for reviewing/signing/forwarding/tracking proposals to FS Marian handles proposals and award notifications back to work unit/faculty Faculty submits ticket to SS Fiscal for travel requests Faculty submits ticket to SS HR for personnel requests
ACADEMIC AND OPS		X			Update and implement administrative processes	
ACADEMIC AND OPS		X			Analyze, interpret and apply state, federal policies/regulations in conducting college business	
ACADEMIC AND OPS		X			Research special projects and collect information	
ACADEMIC AND OPS		X			Route and/or respond to inquires to dean's office	
ACADEMIC AND OPS		X			Lead all college wide meetings	
ACADEMIC AND OPS		X			Respond to incident/issues in emergency situation	
ACADEMIC AND OPS		X			Coordinate completion of faculty/staff committee assignments - early spring before WL	
ACADEMIC AND OPS		X			Maintain and update data in Digital Measures	
ACADEMIC AND OPS		X			Annually develop AY calendar (book order, meetings, grade submission etc.)	

Delineation of Duties - Shared Services/Work Unit/Faculty Services/UA HR

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ACADEMIC AND OPS		X			Coordinate faculty/staff training on topics such as FERPA, Title IX and workplace safety	
ACADEMIC AND OPS		X			Building Space and Safety Manager	Work Units contact Facilities and/or their designated Building Manager for building issues
ACADEMIC AND OPS		X			Liaison for faculty/staff building management, OAA and other university units	Work Units contact Facilities and/or their designated Building Manager for building issues
ACADEMIC AND OPS		X			Promote staff development opportunities and mentor other staff	
ACADEMIC AND OPS		X			Coordinate submission of annual performance management activities	
ACADEMIC AND OPS		X			Record administrative meeting minutes & adhere to record retention requirements	
ACADEMIC AND OPS		X			General file management (shared drive)	
ACADEMIC AND OPS		X			Log incoming document for Dean's signature	
ACADEMIC AND OPS		X			Room reservations	
ACADEMIC AND OPS		X			Order business cards and stationary	
ACADEMIC AND OPS		X			Greet front desk visitors and answer/route incoming calls	
ACADEMIC AND OPS		X			Check central email account and route inquires as appropriate	
ACADEMIC AND OPS		X			Track and issue parking passes, convene check out, lost and found	
ACADEMIC AND OPS		X			Track and process key requests	
ACADEMIC AND OPS		X			Process and track work orders (Facilities & Custodial Services)	
ACADEMIC AND OPS		X			Support Dean's activities & event - internal Funding Request form, rep/non rep processing	
ACADEMIC AND OPS		X			Compile daily enrollment information and a variety of reports – for faculty, and Dean's office, using Banner, TOAD, IR as primary tools.	

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ACADEMIC AND OPS		X			Schedule meetings, including reserving facility and arranging audio/video support. Record and transcribe proceedings of meeting and conferences.	
ACADEMIC CBA & P & T		X	X		Oversee administration of faculty services process, communicate all due dates and track records	Work unit and FS to discuss and establish process
ACADEMIC CBA & P & T		X	X		Annual Activity Report & Dean's response	Work unit and FS to discuss and establish process
ACADEMIC CBA & P & T		X	X		Sabbatical Requests/Reports/Decision communication	<ul style="list-style-type: none"> Work unit and FS to discuss and establish process FS submits Sabbatical award letter ticket in SS HR portal and attaches letter to the ticket SS HR processes Sabbatical
ACADEMIC CBA & P & T		X	X		Emeritus Requests/Reports	Work unit and FS to discuss and establish process
ACADEMIC CBA & P & T		X	X		Peer Review to faculty/faculty response/Dean review/faculty response/Provosts/Chancellor	Work unit and FS to discuss and establish process
ACADEMIC CBA & P & T		X	X		Contact external reviewers for all P&T candidates	Work unit and FS to discuss and establish process
ACADEMIC CBA & P & T		X	X		Workload process	Work unit and FS to discuss and establish process
ADJUNCTS		X			Update description of pool postings - if applicable	Work unit submits a ticket in SS HR portal requesting pool posting and provides wording in the ticket form
ADJUNCTS	X				Update description of pool postings in PageUp - if applicable	SS HR does data entry in PageUP and submits pool to UA HR for posting on UA Careers
ADJUNCTS		X			Provide final list of adjunct(s) to SS HR (adhering to Academic Unit established criteria & HR deadlines)	Work unit submits a ticket in SS HR portal requesting hire/rehire of adjuncts for the upcoming semester
ADJUNCTS	X				Job form and appointment letter	
AFFILIATES		X	X		Requests and processing of affiliates	<ul style="list-style-type: none"> Work unit has internal process for directing requests from it's asst/assoc deans or directors/chairs to the dean for review FS drafts and routes memo of request and Affiliate Letter to Provost for approval Once approved, FS routes Affiliate letter in DocuSign for signature
F9 ACADEMIC YEAR OVERLOAD		X	X		AY overload form completion and obtain approval	FS submits approved overload form ticket in SS HR portal and attaches signed form to the ticket
F9 ACADEMIC YEAR OVERLOAD	X				AY overload appointment letter, job form processing	SS HR processes overload assignment

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F9 CONTRACT EXTENSIONS	X	X	X		Requests and processing of F9 contract extensions	<ul style="list-style-type: none"> • Work unit has internal process for determining which F9s receive contract extensions • FS drafts and routes memo of request and draft letter to Provost for approval • Once approved, FS routes letter for signature • FS submits approved memo and signed letter in SS HR portal for processing • Dean notifies FS and HRC of need for Direct Hire • Work unit provides details regarding the PD to the HRC • HRC does data entry in PageUp and routes PD for approvals and PCN assignment if needed • FS compiles request to offer documents with work unit input and routes docs in DocuSign for Dean's signature • FS routes to Provost and UA HR Director of Talent Acquisition in DS for approval and cc's HRC • HRC receives copy of approval, creates job requisition for direct hire to apply to, and submits to UA HR for approval to make a verbal offer • HRC notifies Dean to make verbal offer once UA HR approves • Once Dean accepts search committee's recommendation to offer to a candidate, dean notifies FS • FS compiles request to offer documents with work unit input and routes docs in DocuSign for Dean's signature • FS routes to Provost in DS for approval and cc's HRC • HRC receives copy of approval and submits to UA HR for approval to make a verbal offer • HRC notifies Dean to make verbal offer once UA HR approves
F9 HIRING DIRECT APPOINTMENT	X	X	X	X	Request to Direct Hire/Appoint (memo, CV, Professional Profile document, Draft WL, Draft AL)	
F9 HIRING	X	X	X	X	Request to Appoint (memo, CV, Professional Profile document, Draft WL, Draft AL)	
F9 HIRING	X				Background check and Offer Card	
F9 HIRING			X		Final appointment letter	
F9 HIRING	X				Collection of new hire paperwork	
F9 HIRING	X				Job form and submission to UA HR	
F9 HIRING		X			Initiate Relocation Request form	

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ACTIVITY					Task	Notes
	SS HR Coordinator	Work Unit	Faculty Services	UA HR		
F9 RECRUITMENT	X	X	X		Request to recruit memo	<ul style="list-style-type: none"> Work unit has internal process for determining which positions to recruit Work unit notifies FS they'd like request approval to recruit FS drafts memo, obtains Dean signature and obtains Provost approval Once provost approves, FS enters ticket in HR Portal to begin recruitment process
F9 RECRUITMENT	X				Secure PCN, if needed	<ul style="list-style-type: none"> HRC requests PCN via PD process once notified of provost approval to recruit
F9 RECRUITMENT	X	X			Position description write-up	<ul style="list-style-type: none"> Work unit provides details regarding the PD to the HRC HRC does data entry in PageUp and routes PD for approvals
F9 SEARCH AND SELECTION		X			Advertising	<ul style="list-style-type: none"> Work unit determines where they'd like to place ads HRC provides URL to the job posting on the UA Careers website to the work unit Work unit submits the URL to JobElephant for quotes JobElephant places ads that the work unit selects
F9 SEARCH AND SELECTION		X			Develop screening documents in consult with search committee	
F9 SEARCH AND SELECTION	X				Job requisition creation in PageUp	<ul style="list-style-type: none"> HRC creates job requisition once PD is approved HRC attaches screening documents to job req
F9 SEARCH AND SELECTION	X				Search committee general support	<ul style="list-style-type: none"> HRC guides search committee through recruitment steps, creates recruitment folder, and updates statuses of applicants Search committee accesses applicant material in PageUP, uploads completed screening docs to recruitment folder, notifies HRC when ready for approval to interview
F9 SEARCH AND SELECTION		X			Candidate campus visit support	
F9 SUMMER ADDITIONAL ASSIGNMENTS	X	X			Requests and processing of F9 summer additional assignments	<ul style="list-style-type: none"> Work unit has internal process for determining which F9s receive summer additional assignments Work unit submits request for summer additional assignment with details in SS HR portal (or via spreadsheet) for processing of job form and generation and routing of appointment letter
FACULTY EVALUATION		X	X		Track which faculty will be submitting their review files	Dean's tracking and they notify FS
FACULTY EVALUATION		X			Collect CVs and contact information of external reviewers	Faculty member provides these items to the deans office
FACULTY EVALUATION		X			Keep Marian Bruce informed of those who plan to stand for promotion/tenure	Dean (or designated staff in Dean's office) tracks and notifies MB
FACULTY EVALUATION		X			Send out emails/letters to external reviewers	Will discuss w/in FS

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FACULTY EVALUATION		X			Keep track of letters from external reviewers	Will discuss w/in FS
FACULTY EVALUATION		X			Send reminders to external reviewers of deadline	Will discuss w/in FS
FACULTY EVALUATION		X			Remind Dean to send out email to all COH faculty regarding the intent to go up for promotion/tenure	Will discuss w/in FS
FACULTY EVALUATION		X	X		Review faculty list from OAA of when Faculty are coming up for promotion to make sure information is accurate	
FACULTY JOB RECORD CHANGES		X	X		Generation of memos: • FTE Change (tenure track and tenured, Dean can approve term faculty FTE changes) • Retention Offer • Any other job change requiring provost approval and a revised appointment letter	Will discuss w/in FS
FACULTY JOB RECORD CHANGES	X		X		Processing of approved job record change memos: • Change in FTE • Retention Offer • Any other job change requiring provost approval and a revised appointment letter	• FS submits ticket to HR portal with approved memo attached for processing • FS cc's HRC on revised appointment letter in DocuSign • HRC processes change in assignment (job form)
FACULTY SERVICES: APPOINTMENT LETTERS (primary assignment only)			X		Issue, track, retain copies on file of AY appointment letters	• FS creates ALs, routes for signature (cc'ing HRC in DocuSign), and files signed letters in faculty member's official academic record file • UA HR also maintains a copy of signed letters in the employee's official personnel file
FACULTY SERVICES: NON-RETENTION (of tenured/tenure track faculty)		X	X		Remind deans/directors of non-retention deadlines of Faculty	FS sends deadlines
FACULTY SERVICES: NON-RETENTION (of tenured/tenure track faculty)		X	X		Prepare notice of non-retention and submit to Dean for signature with a cc to the faculty member and union	FS prepares notice in discussion with college, will discuss cc'ing faculty and union on docuSign or sending out via email
FACULTY SERVICES: NON-RETENTION (of tenured/tenure track faculty)	X		X		Processing of terminations resulting from non-retention	• FS submits non-retention notice to SS portal to process termination • HRC processes termination
FACULTY SERVICES: NON-RETENTION (of tenured/tenure track faculty)			X		Generate a report of potential non-retention Faculty	No report to run, this is case by case and Dean works with OAA to discuss the issue.
Faculty Services: Workload		X	X		Keep track of AY workloads to make sure we have one for each of the College faculty members	FS in coordination with the college

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H1B HIRE	X				Set up Glacier accounts for international hires to gather foreign national tax information	
H1B HIRE	X				I9 and backup documentation	HRC collects I9 and backup documentation along with completed documents from Glacier that the employee provides
H1B HIRE	X	X			H1B document coordination with employee's attorney	<ul style="list-style-type: none"> Employee works with attorney Attorney coordinates with HRC to obtain Dean's signature on documents Attorney handles filing of documents and follow up with employee
STAFF, TEMPS, STUDENT WORKERS, GRADS		X			Obtain internal approval to recruit	<ul style="list-style-type: none"> Work unit has internal process for determining which positions to recruit/fill Work unit submits request for recruitment or temp pool with details in SS HR portal for processing
STAFF, TEMPS, STUDENT WORKERS, GRADS	X				Obtain PCN from budget office (if needed)	<ul style="list-style-type: none"> If needed for benefitted staff positions, SS HR will request a PCN during the position description process
STAFF, TEMPS, STUDENT WORKERS, GRADS		X			Develop screening documents in consult with search committee	<ul style="list-style-type: none"> Work unit/search committee develops screening documents SS HR can provide previous screening docs or examples if needed SS HR reviews screening documents for consistency with Position Description
STAFF, TEMPS, STUDENT WORKERS, GRADS	X				PageUp entry to include upload of screening documents	
STAFF, TEMPS, STUDENT WORKERS, GRADS	X	X			Search committee general support	<ul style="list-style-type: none"> SS HR monitors recruitment/pools for new applicants and alerts chair/committee accordingly SS HR sets up a shared recruitment folder (benefitted positions only) containing blank screening documents and blank scoring summary spreadsheet Search Committee is responsible for accessing PageUP to view applicant materials, uploading completed screening forms to recruitment folder, and notifying HRC when advancing applicants to next stage
STAFF, TEMPS, STUDENT WORKERS, GRADS		X			External Advertising	Search chair and/or search committee members or designated work unit staff are responsible for placing external advertising via JobElephant (SS Business Services pays invoices)
STAFF, TEMPS, STUDENT WORKERS, GRADS		X			Schedule and coordinate candidate interviews	Search chair and/or search committee members or designated work unit staff are responsible for scheduling interviews and campus visits
STAFF, TEMPS, STUDENT WORKERS, GRADS	X				Exceptional pay requests	<ul style="list-style-type: none"> Work unit has internal process for determining when to request exceptional pay to a new hire Work unit provides justification for exceptional pay to HRC to place in Offer Card

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STAFF, TEMPS, STUDENT WORKERS, GRADS	X				Non-HR Onboarding of new employees, access to office, phones, training signup etc.	New Employee Experience Department also provides onboarding information to new hires (parking, wolfcard, etc.)
STAFF, TEMPS, STUDENT WORKERS, GRADS	X				Glacier account requests for international hires	<ul style="list-style-type: none"> HRC submits request for a Glacier Account via UA HR ESM portal Employee is notified by UA HR to set up and complete account information
SYSTEM TERMINATION	X	X	X		System Termination	<ul style="list-style-type: none"> Work unit forwards Retirement/Resignation to FS FS submits the document/email in HR Portal HRC will enter full system termination in Banner HRC will submit document/email in NG for employee's personnel file
TERM RE-APPOINTMENTS		X			Confirmation of budget availability	Dean discusses with Strategic Budget Officer prior to requesting to reappoint
TERM RE-APPOINTMENTS		X	X		Drafting and routing of request to reappoint memo	Will discuss w/in FS
TERM RE-APPOINTMENTS		X	X		Draft Workload	Will discuss w/in FS
TERM RE-APPOINTMENTS		X	X		Issue, track, retain copies on file of AY appointment letters	<ul style="list-style-type: none"> FS creates ALs, routes for signature (cc'ing HRC in DocuSign), and files signed letters in faculty member's official academic record file UA HR also maintains a copy of signed letters in the employee's official personnel file
TERM RE-APPOINTMENTS		X	X		updated CV	(FS to determine whether this is needed with reappoint packet)
TERM RE-APPOINTMENTS	X		X		Processing of approved reappointment	<ul style="list-style-type: none"> FS routes appointment letter for signature in DocuSign and cc's HRC HRC processes EPAF once we receive signed AL from DocuSign Who puts in ticket??
TERM RE-APPOINTMENTS		X	X		Routing of document for storage (final signed appt. letter, signed WL)	(FS will discuss storage options with College's so they can access ALs)
WEB TIME SHEET		X			Ensure correct usage of FTO and ensure compliance	Successful completion of timesheets are first the responsibility of the employee and then the supervisor. All tracking of leave, etc is happening in UAOnline. Staff will not be tracking faculty time off.
WEB TIME SHEET	X				Provide time entry training and guidance for reporting FTO on Timesheet	HRC can provide instructions to employees on how to access and complete timesheets
WEB TIME SHEET		X		X	Send reminders regarding the use of FTO	<ul style="list-style-type: none"> Timely and accurate completion of timesheets are first the responsibility of the employee and then the supervisor UA HR also sends out reminders

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WEB TIME SHEET	X	X			Process late and revised timesheets	<ul style="list-style-type: none"> Faculty member or Supervisor submits a ticket in HR portal that a timesheet was missed or needs to be updated HRC initiates a manual timesheet for correction
WEB TIME SHEET		X			Review and approval of timesheet	Timely and accurate completion of timesheets are first the responsibility of the employee and then the supervisor
WEB TIME SHEET	X				Preprinted timesheet request	Employee should submit a request in HR portal
WEB TIME SHEET	X				Delay in pay and other errors	Employee should submit a request in HR portal
WEB TIME SHEET		X			Error follow-up with employee	Supervisor is responsible for following up with their employees if they find the employee has not accurately completed their timesheet
WEB TIME SHEET		X			Timely timesheet submittal/approval	Timely and accurate completion of timesheets are first the responsibility of the employee and then the supervisor
WEB TIME SHEET		X		X	Track leave without pay hours	<ul style="list-style-type: none"> Employees and supervisors can verify leave usage in UAonline Supervisor can request assistance from UA HR if they need a report