

HUMAN RESOURCES CONTACT LIST
April 2008

	Primary	Backup
<i>ACADEMIC STAFF</i>		
<u>Recruitment</u>		
PVL Development, strategies, questions	Linda	Meghan
Initial Review of PVL Request & materials	Linda	Meghan
Final PVL Approval - Category A	Mischelle	Tonya
Final PVL Approval - Category B	Tonya	Mischelle
Final PVL Approval – Program Manager titles	Tonya	Mischelle
Status Inquiries for all PVL Requests	Tonya	Mischelle
Overload Requests	Tonya/Linda	
Research Intern Review & Approval	Linda	
Criminal Background Check	Tonya	Mischelle
<u>Rate & Title Requests</u>		
Development, strategies, questions	Linda	Meghan
Initial Review of request & materials	Linda	Meghan
Final approval – Category A	Meghan	Linda
Final approval – Category B	Linda	Meghan
Final approval – Program Manager titles	Linda	Meghan
Status Inquiries	Tonya	Student
<u>Performance Review</u>		
Development, strategies, questions	Linda	
Status	Tonya	Mischelle
<u>Discipline</u>		
	Linda	Meghan
<u>Medical Leave/Family Leave</u>		
	Linda	Meghan
<u>Job Security Process</u>		
	Linda	Student
<u>Promotion Review</u>		
	Linda	Student

CLASSIFIED STAFF

Recruitment

Development, strategies, questions	Meghan	Linda
Office Support, Farm, Animal Research Techs	Tonya	Mischelle
All other titles	Mischelle	Tonya
**Status Inquiries according to title contact		
Overload Requests	Meghan	
Criminal Background Check	Tonya	Mischelle

Reclassification/Reallocation

Development, strategies, questions	Meghan	Linda
Initial evaluation & review	Mischelle	Meghan
Justification development	Mischelle	Meghan
Final approval	Meghan	Linda

Limited Term Employment

Development, strategies, questions	Meghan	Linda
Final approval	Meghan	Linda
Status Inquiries	Tonya	Student

Discipline

Development, strategies, questions	Meghan	Linda
Status	Tonya	

Medical Leave/Family Leave

Meghan	Linda
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Performance Review

Development, strategies, questions	Meghan	Linda
Status inquires	Tonya	Student

ACADEMIC/CLASSIFIED ISSUES

AALAC Training

Mischelle	Meghan
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Criminal Background/Faculty

Tonya	Mischelle
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Emeritus Status Requests

Tonya	Linda
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Equity & Diversity Issues

Linda	Meghan
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Office Administration

Tonya	Student
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Professional Development

Tonya	Linda
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Tuition Reimbursement

Linda	Tonya
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Visa Issues

Mischelle Tonya

Website

Tonya Student

Sexual Harassment Training

Tonya Mischelle