

**School of Arts and Sciences
Office of Human Resources**

EMPLOYEE	AREAS OF RESPONSIBILITY
<p>Karalyn Gallagher Director KGALLAGHER@SAS.RUTGERS.EDU 848-932-6437</p>	<ul style="list-style-type: none"> • Overall leadership and management of the Office of Human Resources. Develops and implements policies and procedures associated with HR functions and is responsible for administrative leadership and support for all matters related to faculty and staff. • Interpretation and enforcement of employment terms covered by collective bargaining agreements. • Serves as university representation in HR related activities including affirmative action, grievances, and harassment compliance and union negotiations. • SAS-HR Liaison to University offices including, University Human Resources, Office of General Counsel, Office of University Labor Relations, Office of Employment Equity • Personal/medical problems for faculty and staff that affect performance (e.g., alcoholism; cognitive difficulties; mental health problems). • Harassment and other behavior issues. • Article IX and X grievances. • Compliance with Rutgers/AAUP-AFT and Rutgers/PTL agreements. • Compliance with University and SAS regulations, policies, procedures.
<p>Bonnie Gordon Sr. HR Specialist BGORDON@SAS.RUTGERS.EDU 848-932-6420</p>	<ul style="list-style-type: none"> • Provides administrative support to the Director, including calendar management, meeting facilitation, and ad hoc projects. • Absence Reporting semiannual audits for SAS Dean’s Office, SAS Departments and Centers. • Primary approver for all HCM transactions in the SAS Dean’s Office, including time and labor, new hires, transfers, payrate changes, termination, administrative stipends, etc. • Works with the Data Security unit in UHR to coordinate systems access for SAS employees (HCM, ROCS, and Absence Reporting) • Advises all faculty and staff on medical leaves including FMLA, intermittent leaves, etc. Works with OneSource as needed. • Processes reverifications. • COVID-19 vaccination requirement.
<p>Melissa Galati HR Assistant MGALATI@SAS.RUTGERS.EDU 848-932-6439</p>	<ul style="list-style-type: none"> • Onboarding and I-9 processing for faculty and staff. • Maintains SAS-HR website. • Daily Absence Reporting for the SAS Dean’s Office staff. • Lead preparer for all HCM transactions for the SAS Dean’s Office; assists departments as needed.

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<p>Rosemary Lane Assistant Director - Operations RLANE@SAS.RUTGERS.EDU 848-932-6440</p>	<ul style="list-style-type: none"> • Responsible for the day-to-day administration and coordination of HR programs and policies affecting SAS employees (including Class 1 Staff, Class 3 and 4 hourly, and Class 5 Student Hourly). • Facilitates the compensation programs for staff and faculty. • Advises supervisors, chairs/directors, and staff throughout SAS with regard to university human resources policies and procedures; assists in the implantation of management decisions regarding HR actions; and oversees compliance with regulatory and statutory employment guidelines. • Consults with supervisors, chairs/directors, and staff on all phases of the employment cycle from organizational needs analysis and position development through termination/retirement. • Provides guidance for succession planning, organizational/employee development, and performance management.
<p>Diane Jones HR Manager JONES@SAS.RUTGERS.EDU 848-932-6425</p>	<ul style="list-style-type: none"> • Manages all staff related matters for the Division of Life Sciences, the Division of Mathematical and Physical Sciences and Interdisciplinary Centers including Class 1 staff both non-aligned staff and staff covered by the URA-AFT collective bargaining agreement. • Facilitates the SAS Staff Excellence Recognition Program.
<p>Vivian Santamaria-Vega HR Manager VVEGA@SAS.RUTGERS.EDU 848-932-6441</p>	<ul style="list-style-type: none"> • Manages all staff related matters for the Division of Humanities, Division of Social and Behavioral Sciences, and the Dean’s Office including Class 1 staff both non-aligned staff and staff covered by the URA-AFT collective bargaining agreement.
<p>Victoria Long HR Specialist VLONG@SAS.RUTGERS.EDU 848-932-6438</p>	<ul style="list-style-type: none"> • Serves as the primary contact for the departments within the Division of Mathematical and Physical Sciences, the Division on Life Sciences, and Interdisciplinary Centers. • Serves as an I-9 and HCM preparer to onboard Class 1, 3, and 4 Staff employees as well as Class 5 student workers. • Handles all aspects of Class 4 Casual and Seasonal hiring, and Class 4 Casual reappointments for the divisions of Mathematical and Physical Sciences and Life Sciences. • Handles all staff related matters for the Division of Life Sciences, the Division of Mathematical and Physical Sciences and Interdisciplinary Centers for Class 1 staff covered by the AFSCME-COLT collective bargaining agreement.

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	<ul style="list-style-type: none"> • Creates and maintains various spreadsheets to keep track of new positions, position vacancies, reclassifications, ingrade salary adjustments, etc. • Assists with Faculty and Staff Compensation programs and notifications. • Coordinates logistics and event planning for the SAS Staff Excellence Recognition Program.
<p>Dale Koznecki Assistant Director – Academics DKOZNECKI@SAS.RUTGERS.EDU 848-932-6442</p>	<ul style="list-style-type: none"> • Responsible for the day-to-day administration and coordination of the human resources programs and policies for all faculty populations in SAS. • Oversee all faculty-related HR processes including appointments, promotions, reappointments, etc. • Responsibility officer for SAS vaccine compliance • Compliance with Rutgers/AAUP-AFT and Rutgers/PTL and Post Doc agreements. • Compliance with University and SAS regulations, policies, procedures.
<p>Tamara Pakela HR Manager TPAKELA@SAS.RUTGERS.EDU 848-932-6458</p>	<ul style="list-style-type: none"> • Supports all departments in SAS as far as the tenured and tenure track faculty populations. • Manages and coordinates T/TT faculty appointments and oversees the reappointment and tenure/promotion process and any related issues. • Review/approves department postings on the ROCS system and process for background checks for T/TT faculty positions. • Provides direction on the T/TT policies dictated by OULR/UHR and bargaining agreement for faculty. • Processes summer salary and prior service. • Provides training for faculty and staff.
<p>Kisha Phillips HR Manager KPHILLIPS@SAS.RUTGERS.EDU 848-932-6427</p>	<ul style="list-style-type: none"> • Supports all departments in SAS for all faculty populations with the exception of tenured and tenure track. • Processes faculty appointments including Part-Time Lecturers, Coadjutants, Teaching and Graduate Assistants, Post Docs and Non-tenure-track positions. • Review/approves department postings on the ROCS system and process for background checks for assigned faculty positions. • Provides direction on the policies dictated by OULR/UHR for Part-Time Lecturers, Coadjutants, Teaching and Graduate Assistants, Post Docs and Non-tenure-track positions. • Oversees courtesy and visiting appointments. • Provides training for faculty and staff.

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<p>Debbie Elliott HR Specialist DELLIOTT@SAS.RUTGERS.EDU 848-445-4150</p>	<ul style="list-style-type: none"> • Provides administrative support to Dale Koznecki. • Coordinates all faculty personnel processes including post-tenure review, sabbatical leave program, and competitive fellowship leave program. • Manages the Appointments and Promotion Committees during the promotion review process for faculty, assists with various personnel actions. • Manages various reports, tracks faculty activity, and assists with faculty appointments and reappointments. • Maintains faculty personnel files and oversees work study student. • Processes reverifications.
<p>Heather Eng HR Coordinator HE118@SAS.RUTGERS.EDU 848-932-0480</p>	<ul style="list-style-type: none"> • Supports all departments in the Division of Humanities and the Division of Social and Behavioral Sciences regarding Part-Time Lecturers, Coadjutants, Teaching and Graduate Assistants, Post Docs and Non-tenure-track positions. • Data analysis of faculty appointments and maintains tracking spreadsheets for numerous processes including faculty hiring, retentions, leaves without salary, retirements, and resignations. • Assists in the promotion, tenure, and reappointment process for tenure-track and non-tenure-track faculty by reviewing promotion and reappointment packets. • Serves as an I-9 and HCM preparer to onboard employees (staff, faculty and students).
<p>Denise Sanders HR Coordinator DENISESANDERS@SAS.RUTGERS.EDU 848-932-0483</p>	<ul style="list-style-type: none"> • Supports all departments in the Division of Math & Physical Sciences, Division of Life Sciences and International Programs Part-Time Lecturers, Coadjutants, Teaching and Graduate Assistants, Post Docs and Non-tenure-track positions • Recording and Data analysis of SAS Academics transactions • Assists in the promotion, tenure, and reappointment process for tenure-track and non-tenure-track faculty by reviewing promotion and reappointment packets. • Serves as an I-9 and HCM preparer to onboard employees (staff, faculty and students).