

Arts and Sciences - Personnel Administration
Point of Contact Overview

Bernadette Stewart, Director of Personnel 303-492-4085 bernadette.stewart@colorado.edu	Leadership and Supervision of Personnel & Administrative Support Team							
	Appointing Authority (Classified Staff)	Organizational Development & Succession Planning	Compensation (Staff)	Leave of Absences (Staff)	Employee Relations and Progressive Discipline	Resignation & Retirement (Staff)		
Shelly Hammonds, Human Resources Manager 303-492-4933 shelly.hammonds@colorado.edu aspa@colorado.edu	Personnel - Staff							
	Performance Management (Staff)	Faculty Evaluation & Merit	Dispute Resolution - Grievances and Disputes (Staff)	Progressive Discipline (Staff)	Resignations and Retirements (Staff)	Policy Consultation (Staff)		
Amanda Misiak, Faculty Affairs Manager 303-492-9883 amanda.misiak@colorado.edu	Personnel - Faculty							
	OFA Liaison	Recruitment & Hiring - Regular Faculty (Tenure Tenure Track & Instructor-Rank)	Administrative Appointments (Chair/Director & Assoc. Chair/Assoc. Director)	Reappointments (Instructor-Rank)	Leave of Absences (Faculty)	Retention, Resignation & Retirements (Faculty)		
Tamara Perez, Personnel Coordinator 303-492-8119 tamara.perez@colorado.edu aspa@colorado.edu	Personnel - Staff							
	CU Careers (Staff & Faculty)	Position Management (Staff)	Recruitment & Hiring (Faculty & Staff)	College-Level Onboarding	A&S Community Meeting	Temporary Appointments (Staff)		
Janice Jeffryes, Coordinator, Arts & Sciences Council 303-492-7593 janice.jeffryes@colorado.edu	Faculty Affairs							
	A&S Council Coordinator	Personnel Committee Coordinator	Reappointment, Promotion & Tenure - Regular Faculty (Tenure Tenure Track)	Post Tenure Review (Tenure Tenure Track)	Sabbatical Reports (Tenure Tenure Track)	Awards (Professor of Distinction)		
Anna Jensen, Professional Assistant to the Dean 303-492-8799 anna.jensen@colorado.edu	Administrative Support							
	Administrative Support (Dean)	Scheduling (Dean White)	Scheduling of Chairs & Directors Meetings	Awards (Distinguished Professor, College Scholar, and A&S Fund for Excellence)				
David Braz, Executive Assistant to the Associate Deans 303-492-8571 david.braz@colorado.edu AS_TempFacAppts@colorado.edu	Administrative Support							
	Reception & Administrative Support (Associate Dean's Office)	Scheduling (AD Carlos, AD Farmer, AD Kocher, AD Hernández)	Recruitment & Hiring - Temporary Faculty (Lecturers, Adjunct, Adjoint)	Sabbaticals (Tenure Tenure Track)	Additional Jobs (Staff & Faculty)	Course Banking & Course Buy Outs	Awards (Kayden)	Filing of Personnel Records (Temporary Faculty)
Danielle Toberman, Dean's Office Receptionist 303-492-7294 danielle.toberman@colorado.edu	Administrative Support							
	Reception & Administrative Support (Dean's Office)	Scheduling (AD Lavens)	Conference Room Reservations (1B-85 & Macky 230)	A&S Contact & Email Distribution Lists	Events			