

# D U T I E S

## Faculty Office Staffing Personnel

The staffing team in the Faculty of Arts & Science consists of three (3) personnel; the Human Resources Manager, the Staffing Administrative Assistant and the Staffing Administrative Secretary. Personnel are responsible for administration and interpretation of certain aspects of the *Collective Agreement (Faculty, Librarians and Archivists)* between the Queen's University Faculty Association (QUFA) and Queen's University for regular Faculty and Adjunct staff. Specific duties are assigned according to the table below.

Please refer to this assignment table when processing appointments at the Departmental level, and contact the appropriate person when questions arise.

<b>Human Resources Manager</b>	<b>Staffing Administrative Assistant</b>	<b>Staffing Administrative Secretary</b>
<b>Lisa Neumann</b> Ext. 74722; 105 Dunning Hall <a href="mailto:ln@queensu.ca">ln@queensu.ca</a>	<b>Kelly Green</b> Ext. 77168; 120 Dunning Hall <a href="mailto:kelly.green@queensu.ca">kelly.green@queensu.ca</a>	<b>Heather Duguay</b> Ext. 75395; Front Desk Dean's Office <a href="mailto:duguayh@queensu.ca">duguayh@queensu.ca</a>
<b>New Faculty Appointments</b> (including review/approval of advertisements)	<b>Term Adjunct Appointments</b> (including review/approval of advertisements)	<b>Adjunct 1 Appointments</b>
<b>QNS Competitions</b> (including review/approval of advertisements)	<b>Term Adjunct Assessments</b> (for Specific RoR and General RoR)	<b>Teaching Fellow Appointments</b>
<b>Non-Renewable Appointments</b> (including review/approval of advertisements)	<b>Term Adjunct Additional Duties</b>	<b>Cross Appointments</b>
<b>Continuing Adjunct Appointments</b>	<b>Term Adjunct Evaluations</b> (Appendix F)	<b>Employee Portal submissions</b>
<b>Renewal, Promotion, &amp; Tenure Process</b>	<b>Faculty &amp; Continuing Adjunct Overload</b>	<b>Retirements &amp; Resignations</b>
<b>Negotiated &amp; Administrative Leaves</b>	<b>Academic Leaves</b>	
<b>Cross-Appointments</b>	<b>University Research Grants (URG)</b>	
<b>Retirements &amp; Resignations</b>		
<b>Immigration Issues</b>		
<b>Teaching Fellows</b>		
<b>Reduction of Teaching (ROT)</b>		
<b>Reduced Responsibility Appointments (RRA)</b>		
<b>Adjunct 1 Appointments</b>		