



College of Arts & Sciences Managers' Meeting

Wednesday, July 8th, 2020

9:00 a.m. – 10:30 a.m.

Via Zoom

[Recording of the Zoom Meeting](#)

Welcome - Ashante Diallo, Associate Dean for Human Resources

Finance Announcements – Elizabeth Bakanic, Associate Dean for Finance & Budget Mgmt.

COVID Impact Surveys – Please continue to turn those in on by Friday of every other week. The new form for the FYI 21 year is coming and will be updated, so please look out for that. In the meantime, continue to fill out the form as best you can.

Demonstration of New Payout Process – Joe Daley, Senior Budget Analyst

New Payout and Reinvestment Process – This new process will replace the email pdf that you filled out and replaces it with a web based version where all the information can be viewed. It is housed within the existing sources app and will be in its own payout tab.
srcs.oasis.unc.edu

HR Announcements – Ashante Diallo, Associate Dean for Human Resources

[Routing PTRs to the Deans Office](#)

[19-20 Post Tenure Review Annual Report](#)

HR Lunch & Learn - This month's Lunch & Learn on "**Student Actions**" will be held on Wednesday, July 29, 2020 at noon via zoom. Details will be sent via email and added to the CASBO website.

INFORMATION: Revised Policy on Moving Expenses - Effective immediately, the moving expense reimbursement process will be changed to a relocation compensation payment and will be a one-time stipend amount as agreed to in the employee's offer letter. This will replace the need for

the department or individual to submit receipts for reimbursement.

Offer letters in process will be honored as written on the issuance date, if deemed prior to the publishing of this new policy. In either case, the payment should be submitted via a LSP ePAR within 30 days after the employee's hire date. If you are supported by the Accounting Shared Services, please submit the LSP request in RASR.

Please review the updated [Policy 1270](#) and [Procedure 1270.1](#) in coordination with the Office of Human Resources' policy on [Non-Salary & Deferred Compensation](#).

INFORMATION: As we continuously look for ways to assist our college units with their operational needs and provide more efficient support to our campus and college partners, we have restructured our HR Consultant team. Effective Monday, July 13th, our HR Consultants will begin supporting the following assigned units in the College. You should contact your HR Consultant regarding questions on policies and procedures related to recruitment, position classification, compensation, performance management, employee relations, leaves of absence and ePar approvals. They also serve as lead on special HR projects and as an escalation point for our HR Business Partners. Please continue to contact your assigned [HR Business Partner](#) for requests that you have submitted in RASR or [Janet Farrell](#) and [Teresa Wilkinson](#) regarding questions related to faculty appointments, promotion and tenure.

Amy Brann, HR Consultant

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Adrienne Jeffries, HR Consultant

Biology, Chemistry, Exercise & Sport Science, Physics & Astronomy, and Psychology & Neuroscience
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Angela Landers, HR Consultant

Fine Arts & Humanities
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Karl Pfister, HR Consultant

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REMINDER: All completed 2019-2020 Post Tenure Review Annual Reports are due to Janet (janet_farrell@unc.edu) via email no later than **July 15, 2020**. If you have any questions about a post-tenure review, please contact Janet Farrell directly. Please see the attached 19-20 Post Tenure Review Annual Report form and Routing PTRs to the Dean's office presentation.

REMINDER: The 2019-2020 SHRA Performance Cycle end date was moved from March 31, 2020 to **June 30, 2020**. SHRA appraisals are required to be completed by **August 31, 2020**. It is

mandated that the employee's second line supervisor reviews and signs the performance appraisal prior to meeting with the employee. Performance appraisals that need the approval of signature of a Senior Associate Dean should be sent to your assigned [HR Consultant](#).

The 2020-2021 SHRA Performance Plans are required to be completed by **August 31, 2020**. The 2020-2021 SHRA Performance Cycle will end on March 31, 2021 and the cycle will be 9 months long.

More information about the SHRA Performance Appraisals & Management can be found [here](#) on OHR's website.

REMINDER: The performance cycle for EHRA non-faculty employees is July 1st to June 30th. EHRA non-faculty performance evaluations should be prepared and delivered to the employee no later on or around July 31st. When conducting the performance review, please use the [Annual Performance Appraisal for EHRA Non-Faculty Employees](#). It is mandated that the employee's second line supervisor reviews and signs the performance appraisal prior to meeting with the employee. Performance appraisals that need the approval of signature of a Senior Associate Dean should be sent to your assigned [HR Consultant](#).

In addition, performance goals should be set at the beginning of each performance evaluation cycle. The [EHRA Non-Faculty Annual Performance Goals document](#) must be used to communicate established goals for the 2020-2021 performance cycle. The document also includes instructions for setting performance goals.

Similar to last year, the Dean's Office HR Consultants will distribute ratings spreadsheets to each department by Friday, July 24th and spreadsheets will be due by Monday, August 3rd. All ratings for EHRA Non-Faculty employees will be entered into ConnectCarolina by the Office of Human Resources.

Return to Campus Updates – College Leadership

J Cohen – Temporary signs have been going up in buildings to provide wayfinding for students as they return. The engineers and architects have been working to formulate these plans and then put up the temporary signage and housekeeping and maintenance will follow with permanent signs on the floors and walls. Facilities will be working to provide a list of all the buildings that will be back in operation prior to August 3rd.

The Next Managers' Meeting will be on August 12th, 2020