

Category of Appointment	Staff
Full time faculty * Appointments, reappointments, promotion & tenure * Joint faculty appointments * Partner appointments * Resignations, retirement, emeritus appointment * Study leave, maternity and parental leave * Centre Director appointments	Virginia Anthony Virginia Anthony Virginia Anthony Virginia Anthony Virginia Anthony Dean's Office
Non Full-time Faculty Appointments * Adjunct Professor * Affiliate faculty * Associate Member * Clinical faculty	Janice DeSouza-Vas Janice DeSouza-Vas Janice DeSouza-Vas Janice DeSouza-Vas
Post-doctoral Appointments * Post-doctoral Research Fellow * Post-doctoral Research Fellow in HELP * Post-doctoral Research Fellow in CHSPR * Post-doctoral Teaching Fellow	Amanda Versteeg Cheryl Rubuliak Joyce Huang Virginia Anthony
Research Associates (Faculty) * SPPH * CHSPR * HELP	Amanda Versteeg Joyce Huang Cheryl Rubuliak
Staff Appointments * Classifications, reclassifications, job descriptions * Processes Appointments * Checks availability of funds for appointments * Classifications, reclassifications, job descriptions, appointments in HELP * Classifications, reclassifications, job descriptions, appointments in CHSPR * in Population Data BC	Amanda Versteeg Taryn Lowther Taryn Lowther Cheryl Rubuliak Joyce Huang Abigail Torrijos
Student Appointments * Graduate Academic Assistants & Graduate Research Assistants * Processes appointments * Processes student appointments in HELP * Processes student appointments in CHSPR * in Population Data BC * Teaching Assistants (posting, recruitment & hire) * Processes TA appointments * Graduate Academic Assistant for course development	Amanda Versteeg Taryn Lowther Cheryl Rubuliak Joyce Huang Abigail Torrijos Virginia Anthony Taryn Lowther Virginia Anthony
Visiting Faculty and Students * Visiting Professors and Scientists * Visiting Scholars (Students)	Amanda Versteeg Amanda Versteeg
Hourly Payroll	

* Processes timesheets for staff and students	Taryn Lowther
* Processes timesheets in HELP	Cheryl Rubuliak
* Processes timesheets in CHSPR	Joyce Huang
Holiday and Sick Leave Tracking for staff	Taryn Lowther
* in HELP	Cheryl Rubuliak
* in CHSPR	Joyce Huang
* in Population Data BC	Abigail Torrijos