

SPPH HR Contacts:

Please note, this list is a brief overview of HR portfolios. For questions, please contact one of the following staff members:

Name	HR Portfolio
Shannon Charney Director, Administration & Operations 604-822-4496	<ul style="list-style-type: none"> • Full-time faculty: ARPT <ul style="list-style-type: none"> • Appointments • Reappointments • Promotion • Tenure • School Director & Centre Director appointments
Amanda Versteeg Human Resources Manager 604-827-4524	<ul style="list-style-type: none"> • Full-time faculty appointments: <ul style="list-style-type: none"> • Joint faculty • Partner • Emeritus • Resignations • Retirements • Leaves: study, parental, maternity • Term Faculty appointments (SPPH, CHSPR): <ul style="list-style-type: none"> • Postdoctoral Research Fellows • Postdoctoral Teaching Fellows • Research Associates • Visitors (e.g., Professors, Scientists etc.)
Taryn Lowther Human Resources Coordinator 604-822-1257	<ul style="list-style-type: none"> • Faculty: < 1 year short-term teaching appointments (i.e., Sessional teaching) • Staff: appointments, reappointments, notices, performance reviews • Staff Job Descriptions (e.g., classifications & reclassifications) • Student appointments (e.g., Teaching Assistants, Undergraduate/ Graduate Research Assistants, Academic Assistants) • Visiting Students – go through UBC Go Global
Michaela Butler Executive Assistant to the Director, Admin & Ops 604-822-3910	<ul style="list-style-type: none"> • ARPT coordination • Non-full-time faculty appointments: <ul style="list-style-type: none"> • Adjunct Professor (long-term: > 1 year) • Affiliate faculty • Associate Member • Clinical faculty
Christine Kerr Human Resources Assistant 604-822-3986	<ul style="list-style-type: none"> • Process staff/ student appointments • Process hourly payroll (timesheets) • Absence tracking (Workday)

<p>Cheryl Rubuliak – Human Early Learning Partnership (HELP) Human Resources & Administration Manager 604-822-9238</p>	<p>HELP Human Resources:</p> <ul style="list-style-type: none"> • Postdoctoral, Research Associate and Visiting faculty • Staff and students • Hourly payroll (timesheets) • Absence Tracking
<p>Abigail Torrijos – Population Data BC (PopData) Lead, Operations 604-822-5418</p>	<p>PopData Human Resources:</p> <ul style="list-style-type: none"> • Staff and students • Hourly payroll (timesheets) • Absence Tracking
<p>Joyce Huang – Centre for Health Services and Policy Research (CHSPR) Operations Manager 604-822-4726</p>	<p>CHSPR Human Resources:</p> <ul style="list-style-type: none"> • Staff and students • Hourly payroll (timesheets) • Absence Tracking
<p>UBC Go Global Vancouver 604-822-0942</p>	<ul style="list-style-type: none"> • Student Exchange and Visiting International Research Students

*Updated February 2021