

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	Portfolio
Shermila Salgadoe Director of Administration 604-822-4496	<ul style="list-style-type: none">• Responsible for comprehensive strategic oversight and management in all areas of administration:<ul style="list-style-type: none">• Oversees Human Resources: Appointments, Reappointments, Promotion & Tenure; Faculty Recruitment; School and Centre Director appointments; Staff appointments• Manages financial resource allocations• Communications Management on operational and administrative items.• Facilities• Information Technology Management
Amanda Versteeg Senior 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:<ul style="list-style-type: none">• Postdoctoral Research Fellows• Research Associates• Visitors (e.g., Professors, Scientists etc.)• Post-retirement
Taryn Lowther Human Resources Manager 604-822-1257	<ul style="list-style-type: none">• Managing term teaching appointments (e.g. Sessional Lecturers, Postdoctoral Teaching Fellows, short-term Adjuncts)• Managing staff & student processes: appointments, reappointments, classifications and complex issues (e.g. notices, performance management & reclassifications)
Wanting Yang Executive Assistant 604-822-3910	<ul style="list-style-type: none">• ARPT coordination• Honorary faculty appointments:<ul style="list-style-type: none">• Adjunct Professor (long-term: > 1 year)• Affiliate faculty• Associate Member• Clinical faculty• Executive level support to the School Director & Associate Directors• Coordination of signatures for the School Director and for Research Project Information Forms (RPIF)• Committee support, back-up to Administrative Coordinator

Vacant TAB - Temp Human Resources Assistant 604-827-3986	<ul style="list-style-type: none"> • Staff & student appointments & reappointments • Job classifications • Payroll queries • Absence queries • Annual performance review coordination • back-up to Administrative Coordinator
Lucy Li Administrative Coordinator 604-822-2772	<ul style="list-style-type: none"> • Coordinate TA appointments • Coordinate term teaching appointments & payments • Space: Room bookings, Keys, Secure Access, Building Operations service requests • Admin: Reception, back up to the School's EA, committee support

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

*Updated January 8, 2024