

## 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
<a href="#">Shermila Salgadoe</a> Director of Administration 604-822-4496	<ul style="list-style-type: none"><li>• Responsible for comprehensive strategic oversight and management in all areas of administration:<ul style="list-style-type: none"><li>• Oversees Human Resources: Appointments, Reappointments, Promotion &amp; Tenure; Faculty Recruitment; School and Centre Director appointments; Staff appointments</li><li>• Manages financial resource allocations</li><li>• Communications Management on operational and administrative items.</li><li>• Facilities</li><li>• Information Technology Management</li></ul></li></ul>
<a href="#">Amanda Versteeg</a> Senior Human Resources Manager 604-827-4524	<ul style="list-style-type: none"><li>• Full-time faculty appointments:<ul style="list-style-type: none"><li>• Joint faculty</li><li>• Partner</li><li>• Emeritus</li><li>• Resignations</li><li>• Retirements</li><li>• Leaves: study, parental, maternity</li></ul></li><li>• Term Faculty appointments:<ul style="list-style-type: none"><li>• Postdoctoral Research Fellows</li><li>• Research Associates</li><li>• Visitors (e.g., Professors, Scientists etc.)</li><li>• Post-retirement</li></ul></li></ul>
<a href="#">Taryn Lowther</a> Human Resources Manager 604-822-1257	<ul style="list-style-type: none"><li>• Managing term teaching appointments (e.g. Sessional Lecturers, Postdoctoral Teaching Fellows, short-term Adjuncts)</li><li>• Managing staff &amp; student processes: appointments, reappointments, classifications and complex issues (e.g. notices, performance management &amp; reclassifications)</li></ul>
<a href="#">Wanting Yang</a> Executive Assistant 604-822-3910	<ul style="list-style-type: none"><li>• ARPT coordination</li><li>• Honorary faculty appointments:<ul style="list-style-type: none"><li>• Adjunct Professor (long-term: &gt; 1 year)</li><li>• Affiliate faculty</li><li>• Associate Member</li><li>• Clinical faculty</li></ul></li><li>• Executive level support to the School Director &amp; Associate Directors</li><li>• Coordination of signatures for the School Director and for Research Project Information Forms (RPIF)</li><li>• Committee support, back-up to Administrative Coordinator</li></ul>

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

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

\*Updated January 8, 2024