Outline of Duties and Responsibilities

Academic HR College Analysts:
College Analyst Reviewer for all Academic Personnel Actions for Decanal Approval
Merit & Promotion Files
eFile
Active Service Modified Duties (ASMD)
Stop the Clock (STC) Requests
Instructional Workload Credits (IWC)
Labor Relations (Academic)
Outside Activities (APM 025)

AP Department Assistants:
Non-Senate Appointments/Reappointments
(Postdocs, Specialists, Researchers, Project Scientists, Academic Coordinators, Visiting Scholars, etc.)
Leaves (including Sabbaticals)
Visas
Academic Recruitments (AP Recruit - Senate and Non-Senate)
Academic Appointment Files (Faculty/CE)
Recall Appointments
Additional Compensation
Course Buyouts
APSU - Permanent Workload Redistribution Effective 4-3-17

**Academic HR College Analysts:**
Dorria Burgess (ext. 2-4554)
Plant Pathology & Microbiology
Environmental Sciences
Nematology
Center for Conservation Biology
Dean's Office

Back up: Marie Good (2-4431)

**Margi Burnett (ext. 2-4698)**
Botany & Plant Sciences
Statistics

Back up: Wendy Alvarez (2-4647)

**Marie Lanathoua-Good (ext. 2-4431)**
Chemistry
Physics & Astronomy

Back up: Tavia Rivera (2-3997)

**Tavia Rivera (ext. 2-3997)**
Biology
Cell Biology & Neuroscience
Mathematics

Back up: Dorria Burgess (2-4554)

**Wendy Alvarez (ext. 2-4647)**
Entomology
Biochemistry
Earth Sciences

Back up: Margi Burnett (2-4698)

**AP Department Assistants:**
Alice Chavez (50%) (ext. 2-4893)
30-60-90 Report, Grad Reviews,
Special Projects, Updates to CNAS Prime

Ashley Bojorquez (ext. 2-6266)
Entomology
Biochemistry
Statistics

Back up: Mary Stuart (2-3068)

**Brenda Carrion (ext. 2-6383)**
Botany & Plant Sciences
Dean's Office

Back up: Mary Stuart (2-3068)

**Chris Browner (ext. 2-3983)**
Plant Pathology & Microbiology
Environmental Sciences
Nematology

Back up: Mary Stuart (2-3068)

**Eliana Martinez (ext. 2-3423)**
Biology
Cell Biology & Neuroscience
Mathematics

Back up: Mary Stuart (2-3068)

**Mary Stuart (ext. 2-3068)**
Earth Science
Center for Conservation Biology
Updates in ACAPERS, Recruitment
Ads, College Recruitments

Back up: Alice Chavez (2-4893)

**Bonnie Maynard (in department)**
Physics & Astronomy

**Barbara Outzen (in department)**
Chemistry

revised 3/28/17