<table>
<thead>
<tr>
<th>Mission</th>
<th>Goals 2017 - 2018</th>
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| To attract, develop and engage a diverse, talented staff committed to excellence and mutual respect, and to create a collaborative and inclusive work environment that contributes to the well-being of the FAS community and supports the FAS teaching and research mission. | **Wellness, Inclusion and Belonging**  
- **Focus on FAS Community**: Through education and communication, promote and sustain an inclusive FAS culture that supports organizational health and individual well-being, greater psychological safety, improved collaboration, and alignment of values with behaviors. Provide specific focus on engaging and building the faculty support staff community.  
- **Promote and sustain FAS Diversity and Inclusion**: Partner with FAS leaders to provide programs, training and best practices that will build and develop diverse FAS teams. |

| Strategic Priorities 2017 - 2018 |  
- Cultivate a Strong and Inclusive FAS Community  
- Strengthen the Management Culture in FAS  
- Identify and Develop FAS Talent and Leadership  
- Strengthen Organizational Compliance to Reduce Risk in FAS | **Operational Excellence and Efficiencies**  
- **Partner effectively with our FAS clients**: Provide valuable and timely HR support, including areas relating to recruiting, compensation, HRIS data and HR programming.  
- **Focus on Compliance**: Monitor and measure progress against legal requirements relating to relevant aspects of human resources, including but not limited to introducing a series of recruitment refresher sessions to FAS hiring managers.  
- **Strengthen core FAS HR operational processes and efficiencies**: Ensure that those we support within FAS have a good customer experience; support the implementation of new systems, policies and programs that benefit FAS staff (Aurora staff and position management); and increase our understanding of HR data and reporting capacity within FAS HR.  
- **Partner effectively with Central HR to ensure that FAS needs are met regarding Harvard-wide initiatives**: including the job framework initiative, HUCTW FLSA reviews, contingent workforce and the new Harvard-wide approach to performance management.  
- **Keep FAS HR program offerings relevant and timely**: Develop role specific training and orientation (DA Boot Camp); strengthen on/off-boarding FAS staff; introduce wellness series for all FAS staff. |

| Values | **Talent Development**  
- **Encourage career growth and development**: Increase awareness and access to career development opportunities (migrate enrollment to Harvard Portal) and provide professional development for a broad cross-section of FAS staff.  
- **Develop FAS talent**: Use deliberate efforts to conduct talent conversations by linking strong internal FAS candidates with open FAS roles, with an emphasis on diverse candidates. |  

Please visit: www.hr.fas.harvard.edu for complete and up-to-date resources, tools, and information.

This information is current as of February 1, 2018
FAS Human Resources

How we are organized and what we do:

HR Contacts
- **Career Development:**
  - CWD Leadership Development: Kathy Santoro
  - FAS Staff Mentoring: Audrey Harmon
  - FAS CareerPlus: Angela Lifsey
- **Compensation/Impact Awards:**
  - Bob Bellantuoni
- **Orientation and Review Period:**
  - Chris Keller
- **Minors Policy:**
  - Ann Marie Acker
- **Performance Management:**
  - Andrea Kelton-Harris, Etaine Smith, Chris Keller
- **Recruitment/Talent Development:**
  - Angela Lifsey, Director of Talent Acquisition and Development
  - Kim Zweig, Recruitment Consultant
  - Chris Keller, Diversity Recruitment Consultant
  - Meg Kerwin, Recruitment Consultant
  - Robin Ketterer, Recruitment Consultant
  - Jennifer Callahan, Recruitment Coordinator
  - Eva Rivas, HR Coordinator
  - Kat Bliss, HR Program Coordinator
  - Jeanette Sanchez, HR Consultant
  - Adriana Gallegos, Department Administrator

**International Appointments:**
- Bob Bellantuoni

**Leaves of Absence/Work-Life Resources:**
- Cherie Green

**HR Programs and Communications:**
- Audrey Harmon, Director of HR Programs and Communications
- Jennifer Callahan, HR Program Manager
- Anne McGough, HR Program Coordinator
- Kat Bliss, HR Program Coordinator

**Managerial Development:**
- Andrea Kelton-Harris, Senior HR Consultant
- Sandy Stergiou, Senior HR Consultant

**Organizational Development:**
- Tracy Collins, Executive Assistant

**Recruitment:**
- Andrea Kelton-Harris, Senior HR Consultant

**Rewards and Recognition:**
- Audrey Harmon, Jennifer Callahan

**Senior HR Consultant:**
- Andrea Kelton-Harris, Senior HR Consultant
- Sandy Stergiou, Senior HR Consultant
- Cherie Green, Leaves Consultant

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*Please visit [www.hr.fas.harvard.edu/people](http://www.hr.fas.harvard.edu/people) for a complete list of FAS departments/centers and their consultants.*