# FAS Human Resources...at a Glance

## Mission

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.

## Goals 2017 - 2018

### 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.

### 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.

### 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.

## 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

## Values

- Data driven
- Knowledgeable
- Customer focused
- Collaborative
- Strategic
- Engaged
- Transparent
- Respectful
- Accountable
- Innovative
- Consistent
- Dedicated
- Proactive
- Creative
- Efficient
- Diligent
- Strong
- Responsible
- Effective
- Impactful
- Resilient
- Trustworthy
- Objective
- Caring
- Diligent
- Humane
- Impactful
- Resilient
- Trustworthy

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This information is current as of March 1, 2018
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HR Contacts

- **Career Development:** CWD Leadership Development: Kathy Santoro
  - FAS Staff Mentoring: Audrey Harmon
  - FAS CareerPlus: Angela Lifsey
- **Compensation/Impact Awards:** Andrea Kelton-Harris, Etaine Smith, Chris Keller
- **FAS HR Website:** Annie McGough
- **Getting Started at FAS:** Bob Bellantuoni, Andrea Kelton-Harris
- **HRIS Analytics:** Mark Seibring

**International Appointments:** Bob Bellantuoni

- **Leaves of Absence/Work-Life Resources:** Cherie Green
- **Minors Policy:** Ann Marie Acker
- **Performance Management:** Audrey Harmon, Mark Seibring
- **Recruitment Services:** Angela Lifsey
  - Diversity Recruiting: Chris Keller
- **Rewards and Recognition:** Audrey Harmon
- **Title IX Staff Liaisons:** Sandy Stergiou, Ann Marie Acker

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