## 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.

#### 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

- **Make FAS Better**: Small efforts can have a big impact. We all contribute to making FAS a better place to work, teach and learn.
- **Do the Right Thing**: We are committed to finding a balance between what’s in the best interests of the individual and the organization, even when it’s hard to do.
- **Be a Partner**: HR works best when we partner with each other, our FAS colleagues, and other parts of Harvard.
- **Keep it Real**: While caring and respectful, we also have the courage to be direct and authentic in how we communicate and interact with our clients and with each other.

Please visit: [www.hr.fas.harvard.edu](http://www.hr.fas.harvard.edu) for complete and up-to-date resources, tools, and information.

This information is current as of June 21, 2018