CSUN | OFFICE OF FACULTY AFFAIRS

WORKLOAD DISTRIBUTION LIST

AS OF AUGUST 2023

MICHELLE KILMNICK   EXT. 6729
DIRECTOR OF FACULTY AFFAIRS

michelle.kilmnick@csun.edu
- Grievances, Investigations, Mediation
- Union Support *(e.g., info requests)*
- Complaint Resolution
- Unit 3/Unit 11 Contractual Interpretation
- Resource/Support for FA Staff
- Training, esp. resource re: Article 12
- Liaison to CO and to union reps
- Faculty Disciplinary Actions
- Faculty Compensation
- Athletic/Coaching Liaison

ASHLEY THOMPSON   EXT. 4758
ACADEMIC PERSONNEL ANALYST

ashley.thompson@csun.edu
- Visas *(H1-B, J-1)*
- Full-Time Faculty Hiring
- CHRS Faculty Recruiting *(full-time and part-time)*
- Support Recruiting and Retention Initiatives

ANITA MENDOZA   EXT. 2962
CONFIDENTIAL OFFICE SUPPORT

anita.mendoza@csun.edu
- PP&R Support
- Chairs & Deans Retreat, events
- Chair Leadership Academy
- Budget: Purchases, Monitoring
- Maintains AVP's Calendar
- Front Office Support
- Student Assistant Supervision
- Emeritus Awards

YESENIA ESTRADA   EXT. 4953
ACADEMIC PERSONNEL ANALYST

yesenia.estrada@csun.edu
- Additional Pay System
- Leaves w/o pay, Parental Leaves
- FERP
- Academic Calendar

ALBERT ALCAZAR   EXT. 7877
ACADEMIC PERSONNEL ANALYST

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- Retired Lecturer List
- Lecturer Hiring, Entitlements
- Range Elevation Appeals
- 3 Year Appointments, Y3 Tracking
- FA Website Update
- CHRS Faculty Recruiting (backup, lecturers)
- Department Chair Appointments
- Market Salary Increase

KIMBERLY POSIN   EXT. 3280
ACADEMIC PERSONNEL ANALYST

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- Sabbaticals, Difference-in-Pay Leaves
- Unit 11 Hiring and questions
- Adjunct Faculty Appointments
- Emergency Hires
- Interfolio backup
- TIED Forms
- FA Website backup
- Lecturer ePAF

LETTY VARGAS   EXT. 2680
ACADEMIC PERSONNEL ANALYST

leticia.vargas@csun.edu
- Campus Lead for RTP
- Campus Lead for Interfolio software
- Data Analysis/Reporting
- Master Lists
- Post Tenure Review
- Projects for AVP
- Sabbatical backup
- Grievance Tracking; overseeing digitization of historical files