

## Academic Personnel Service Unit (APSU)

Joy Salas, Director  
Marie Good, Asst. Director

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### Outline of Duties and Responsibilities

#### Academic HR College Analysts:

College Analyst Reviewer for all Academic Personnel Actions for Decanal Approval  
Merit & Promotion Files (eFilePlus)  
Active Service Modified Duties (ASMD)  
Stop the Clock (STC) Requests  
Unit 18 Lecturers - Instructional Workload Credits (IWC)  
Labor Relations/Performance Management (Academic)  
Conflict of Commitments/Outside Activities (OATS)  
Leaves (including Sabbaticals)  
Summer Salary/Additional Compensation

#### AP Department Assistants:

Non-Senate Appointments/Reappointments  
*(Postdocs, Specialists, Researchers, Project Scientists, Academic Coordinators, Visiting Scholars, etc.)*  
Visas  
Academic Recruitments (AP Recruit - Senate and Non-Senate)  
Faculty Appointment Files  
Recall Appointments

**APSU – Workload Redistribution – Effective 5/15/2023**

<b>Academic HR College Analysts:</b>		<b>AP Department Assistants:</b>
<b>Andrew Herrera (ext. 2-3983)</b>	<b>Marie Good (ext. 2-4228)</b>	<b>Ashley Lawson (ext. 2-4554)</b>
Chemistry	Biochemistry	Math
Statistics	Back up: Tavia Rivera (ext. 2-3997)	Environmental Sciences
Back up: Nicole Tardy (ext. 2-4647)		Earth and Planetary Sciences
	<b>Tavia Rivera (ext. 2-3997)</b>	Back up: Naudia Samuels Johnson (ext. 2-5271)
<b>Claudia Morales (ext. 2-4431)</b>	Math	
Molecular, Cell, and Systems Biology	College Reports & <i>Ad Hoc</i> Requests	<b>Melissa Resendez (ext. 2-4698)</b>
Earth and Planetary Sciences	CNAS AP System (ACAPERS)	Evolution, Ecology, and Organismal Biology
Center for Conservation Biology	Back up: Marie Good (ext. 2-4228)	Microbiology & Plant Pathology
Dean's Office		Statistics
Back up: Josh Gutierrez (ext. 2-6383)		Back up: Saray Rodriguez (ext. 2-3423)
<b>Josh Gutierrez (ext. 2-6383)</b>		<b>Naudia Samuels Johnson (ext. 2-5271)</b>
Physics & Astronomy	<b>APSU Administrative Assistant:</b>	Botany & Plant Sciences
Nematology	<b>Nancy Kane (ext. 2-4884)</b>	Back up: Troy Hall (ext. 2-3068)
Back up: Andrew Herrera (ext. 2-3983)		
	<b>APSU Student:</b>	<b>Saray Rodriguez (ext. 2-3423)</b>
<b>Kendall Dunmore-Balderrama (ext. 2-6266)</b>	<b>Jennifer J. Mondragon</b>	Center for Conservation Biology
Entomology	(JMond012@ucr.edu)	Entomology
Evolution, Ecology, and Organismal Biology		Molecular, Cell, and Systems Biology
Back up: Taleen Arslanian (ext. 2-3978)		Back up: Melissa Resendez (ext. 2-4698)
<b>Nicole Tardy (ext. 2-4647)</b>		<b>Troy Hall (ext. 2-3068)</b>
Microbiology & Plant Pathology		Biochemistry
Environmental Sciences		Nematology
Back up: Claudia Morales (ext. 2-4431)		Dean's Office
		Recruitment Ads, College Recruitments, Grad Revs
<b>Taleen Arslanian (ext. 2-3978)</b>		Back up: Ashley Lawson (ext. 2-4554)
Botany & Plant Sciences		
Back up: Kendall Dunmore Balderrama (ext. 2-6266)		<b>Barbara Outzen (in department)</b>
		Chemistry (ext. 2-3789)
		<b>Christina Taylor (in department)</b>
		Physics & Astronomy (ext. 2-5334)