



# VCU Human Resources

## Human Resource Consultants and HR Operations Department Listing

**HR Consultants** (also referred to as HR Generalists) provide advice to management on classified and hourly compensation management, recruitment and selection, and benefits. HR Consultants also provide advice to employees on benefits and orientation services. HR Consultants can be contacted at their individual email addresses or phone numbers or by calling 804-827-1770.

**HR Operations (Transactions)** staff provide PAF (Personnel/Position Action Form) data entry into the Banner system, employee benefits data entry into the Banner system and the State Benefits Eligibility System (BES), and file support for all personnel records. They also provide routine assistance with benefits enrollment confirmations, COBRA, leave, VSDP (Virginia Sickness and Disability Program), and other HR-related services. HR Operations staff can be contacted at their individual email address or by calling 804-827-1770.

**Note:** Names in parentheses are back up contacts

President's Office	HR Consultant	HR Operations
Office of President	Tammy Currie (Anna McLemore)	Dacia Danko (Kristin Brown)
Department of Assurance Services Office of University Counsel	Anna McLemore (Tammy Currie)	Dacia Danko (Kristin Brown)
Athletics	Meredith Lane (Allison Wetterhahn)	Dacia Danko (Kristin Brown)
University Relations University Public Affairs University Events and Special Programs University Marketing University Relations Operations	Meredith Lane (Allison Wetterhahn)	Dacia Danko (Kristin Brown)
Government Relations Government & Community Relations Federal Relations Health Care Policy	Anna McLemore (Tammy Currie)	Dacia Danko (Kristin Brown)

## Provost & VP for Academic HR HR Affairs Consultant Operations

<b>Office of Provost &amp; Senior VP for Academic Affairs</b> Office of Faculty Recruitment and Retention Faculty Contracts Salary Administration Faculty Records	Anna McLemore (Tammy Currie)	Henrietta White
<b>Office of Continuing and Professional Education</b>	Anna McLemore (Tammy Currie)	Henrietta White
<b>Office of Provost &amp; VP for Learning Innovation &amp; Student Success</b> Alt Lab Online@VCU University College Office of Athlete Advising Intersession Office of Student Advising Summer Studies Center for Teaching Excellence	Meredith Lane (Allison Wetterhahn)	Henrietta White
<b>Honors College</b>	Meredith Lane (Allison Wetterhahn)	Henrietta White
<b>Division for Inclusive Excellence</b> Discrimination Complaints Equal Employment Opportunity, Affirmative Action & Disability Sexual Harassment Prevention & EEO Training	Anna McLemore (Tammy Currie)	Henrietta White

<p><b>Division of Strategic Enrollment Management</b></p> <p>Enrollment Services</p> <ul style="list-style-type: none"> <li>• Financial Aid</li> <li>• Office of Admissions</li> <li>• Student Accounting</li> <li>• Records &amp; Registration</li> </ul> <p>First Year Services</p> <ul style="list-style-type: none"> <li>• New Student Orientation and STAR</li> <li>• VCU 101 Orientation</li> <li>• Freshmen Interest Groups (FIGS)</li> </ul> <p>Military Student Services</p> <p>Student Academic Support Services</p> <ul style="list-style-type: none"> <li>• Tutoring</li> <li>• Supplemental Instruction</li> <li>• College Transition Program</li> <li>• Student Retention</li> <li>• Transfer Center</li> <li>• Writing Center</li> </ul>	<p>Allison Wetterhahn (Meredith Lane)</p>	<p>Dacia Danko (Henrietta White)</p>
<p><b>Division of Student Affairs</b></p> <p>Student Life</p> <ul style="list-style-type: none"> <li>• Housing and Residence Education</li> <li>• Student Commons and Activities</li> <li>• Larrick Student Center</li> <li>• Student Government Association</li> <li>• Student Media</li> <li>• Recreational Sports</li> <li>• Commuter Student Services</li> <li>• Multicultural Student Affairs</li> <li>• Greek Life</li> </ul> <p>Student Conduct &amp; Policy Development</p> <p>Student Development Services</p> <ul style="list-style-type: none"> <li>• Counseling Center</li> <li>• Career Center</li> <li>• Student Health Centers</li> <li>• Students with Disabilities</li> <li>• Cooperative Education Program</li> </ul>	<p>Allison Wetterhahn (Meredith Lane)</p>	<p>Dacia Danko (Henrietta White)</p>

<p><b>Associate Vice Provost for Finance</b></p> <p>Fiscal</p> <ul style="list-style-type: none"> <li>• Financial Management</li> <li>• Quality Control</li> <li>• Planning and Budget</li> </ul> <p>Space</p> <ul style="list-style-type: none"> <li>• Space Utilization</li> <li>• Capital Planning</li> </ul>	<p>Sheila Baker</p>	<p>Kristin Brown (Dacia Danko)</p>
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<p><b>Vice Provost for Planning and Decision Support</b>  University Reports  Studies &amp; Data Analysis External Reporting  Peer Studies</p>	<p>Anna McLemore  (Tia Lunsford)</p>	<p>Kristin Brown  (Dacia Danko)</p>
<p><b>Vice Provost for Life Sciences</b>  Biological Complexity  Education</p> <ul style="list-style-type: none"> <li>• Interdisciplinary and cross-disciplinary courses and programs in Life Sciences</li> </ul> <p>Environmental Sciences  Research/Scholarship</p> <ul style="list-style-type: none"> <li>• Institute of Bioinformatics, Biotechnology, and Biocomplexity</li> <li>• Extramural Funding in Life Sciences</li> </ul> <p>Facilities</p> <ul style="list-style-type: none"> <li>• Life Sciences Core Laboratories</li> </ul> <p>Rice Center for Environmental Life Sciences  Partnering Organizations</p> <ul style="list-style-type: none"> <li>• Science Museum of Virginia</li> </ul>	<p>Anna McLemore  (Tammy Currie)</p>	<p>Dacia Danko  (Henrietta White)</p>
<p><b>University Library Services</b>  James Branch Cabell Library  Tompkins-McCaw Library</p>	<p>Meredith Lane  (Allison Wetterhahn)</p>	<p>Henrietta White</p>

<p><b>Community Engagement</b>  American Humanics  VCU America Reads  VCU AmeriCorps Program  Carver-VCU Partnership  Community Service Associates Program  VCU Community Solutions  Especially for Nonprofit Organizations Off-Campus Academic Programs  Off-Campus Graduate Art  Master of Interdisciplinary Studies – Art  Retired Faculty  Service Learning  Virginia Mentoring Partnership</p>	<p>Meredith Lane  (Allison Wetterhahn)</p>	<p>Kristin Brown  (Henrietta White)</p>
<p><b>Office of Global Education</b> International Admissions</p>	<p>Meredith Lane  (Allison Wetterhahn)</p>	<p>Kristin Brown  (Henrietta White)</p>

<p><b>School of the Arts</b>  Art Education  Art Foundation Program  Art History  Communication Arts &amp; Design  Crafts  Dance &amp; Choreography  Fashion Design &amp; Merch  Interior Design  Music  Painting &amp; Printmaking  Photography &amp; Film  Qatar Support Office Sculpture  Theatre</p>	<p>Tammy Currie  (Anna McLemore)</p>	<p>Kristin Brown</p>
<p><b>Institute for Contemporary Art</b></p>	<p>Tammy Currie  (Anna McLemore)</p>	<p>Dacia Danko  (Henrietta White)</p>
<p><b>School of Business</b> Fast  Track MBA Program  Accounting  Economics  Finance, Insurance &amp; Real Estate  Information Systems  Management  Marketing &amp; Business Law VCU  Brandcenter  daVinci Center for Innovation</p>	<p>Meredith Lane  (Allison  Wetterhahn)</p>	<p>Henrietta White</p>
<p><b>College of Humanities and Sciences</b>  African American Studies  Biology  Chemistry</p>	<p>Allison Wetterhahn  (Meredith Lane)</p>	<p>Henrietta White  (Kristin Brown)</p>

<p>English  Forensic Science  Grace Harris Leadership Institute  History  Liberal Studies for Early/Elementary Program  Mathematics and Applied Mathematics  Military Science and Leadership  Philosophy  Physics  Psychology  Psychology – CPPYD  Richard T. Robertson School of Media and Culture  Statistical Science and Operational Research  Women’s Studies  World Studies, School of</p> <ul style="list-style-type: none"> <li>• Foreign Languages</li> <li>• International Studies Program</li> <li>• Anthropology</li> <li>• Religious Studies</li> </ul>		
<p><b>L. Douglas Wilder School of Government and Public Affairs</b> Criminal Justice  Justice  Political Science and Public Administration  Sociology  Urban Studies and Planning  Center for Public Policy</p> <ul style="list-style-type: none"> <li>• Office of the Former Governor of Virginia</li> <li>• Performance Management Group</li> <li>• PhD, Program, Public Policy &amp; Administration</li> <li>• Survey &amp; Evaluation Research Lab</li> <li>• Transportation Safety Training Center</li> <li>• VA Center for Urban Dev</li> </ul>	<p>Allison Wetterhahn  (Meredith Lane)</p>	<p>Henrietta White  (Kristin Brown)</p>
<p><b>School of Education</b>  Partnership for People with Disabilities  Instructional Technology Center  Health, PE &amp; Recreation  VA. Inst for Developmental Disability  Center for School – Community Collaboration  Center for Teaching of International Studies  Central Va Leadership Academy VCU  Child Care Center  Educational Policy Institute  Metro Educational Research Consortium  Rehabilitation Research &amp; Training Center (RRTC)  T/TAC (Training &amp; Technical Assistance Center) VA  Adult Education &amp; Literacy Centers  VA Inst for Law &amp; Citizenship Studies</p>	<p>Anna McLemore  (Tammy Currie)</p>	<p>Kristin Brown  (Henrietta White)</p>

<b>School of Engineering</b> Computer Science	Anna McLemore (Tammy Currie)	Dacia Danko (Henrietta White)
Chemical and Life Science Biomedical Electrical and Computer Mechanical		
<b>School of Graduate Studies</b>	Allison Wetterhahn (Meredith Lane)	Kristin Brown (Henrietta White)
<b>School of Social Work</b>	Allison Wetterhahn (Meredith Lane)	Kristin Brown (Henrietta White)

<b>VP for Health Sciences</b>	<b>HR Consultant</b>	<b>HR Operations</b>
<b>Office of VP for Health Sciences MCV Campus</b> Division of Health Sciences Diversity Division for Academic Success	Meredith Lane (Allison Wetterhahn)	Kristin Brown (Dacia Danko)
<b>Massey Cancer Center</b>	Anna McLemore (Tammy Currie)	Henrietta White
<b>School of Allied Health Professions</b> Dean's Office Patient Counseling Program Gerontology Health Administration Clinical Lab Sciences Nurse Anesthesia Occupational Therapy Physical Therapy Radiation Sciences Rehab Counseling Virginia Center for Aging	Meredith Lane (Allison Wetterhahn)	Henrietta White

<p><b>School of Dentistry</b>  Dentistry Administration  Dean's Office  Development Office  Dentistry Admissions  Dental Clinic</p> <ul style="list-style-type: none"> <li>• Radiology</li> <li>• Sterilization</li> <li>• Oral Surgery</li> <li>• Service Lab</li> </ul>	<p>Allison Wetterhahn  (Meredith Lane)</p>	<p>Henrietta White</p>
<ul style="list-style-type: none"> <li>• Patient Business Services</li> <li>• Advanced Education in General Dentistry</li> </ul> <p>Endodontics  Oral Diagnostic Sciences  Oral &amp; Craniofacial Molecular Biology  Oral &amp; Maxillofacial Surgery  Orthodontics  Pediatric Dentistry  Periodontics  Prosthodontics        General  Practice  Oral Health Promotion and Community  Outreach  Continuing Education (Dentistry)  Dental Instrument Program  Dentistry Research  VCU Dental Care  Dentistry - Information Systems  Dentistry - Student Services</p>		

<p><b>School of Nursing</b> Dean's  Office  Adult Health Nursing  Maternal Child Nursing  Enrollment and Student Services  Community Nursing Organization</p>	<p>Tammy Currie  (Anna McLemore)</p>	<p>Kristin Brown  (Henrietta White)</p>
<p><b>School of Pharmacy</b>  Medicinal Chemistry  Pharmacy and Pharmaceutics Clinical  Pharmacy</p>	<p>Meredith Lane  (Allison  Wetterhahn)</p>	<p>Kristin Brown  (Henrietta White)</p>



<p><b>School of Medicine</b></p> <p>Deans Office</p> <ul style="list-style-type: none"> <li>• Center on Health Disparities</li> <li>• Commonwealth Center for Health System Innovation</li> <li>• Computer Based Instructional Lab (CBIL)</li> <li>• Office of Continuing Medical Education</li> <li>• Office of Evaluation Services</li> <li>• Center for Molecular Imaging</li> <li>• Simulation Center</li> </ul> <p>Anatomy Anesthesiology Biochemistry &amp; Molecular Biophysics</p>	<p>Anna McLemore (Tammy Currie)</p>	<p>Kristin Brown (Henrietta White)</p>
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<p>Dermatology Emergency Medicine</p>		
<p>Family Medicine &amp; Population Health Center on Human Needs Division of Epidemiology</p>	<p>Tammy Currie (Anna McLemore)</p>	<p>Dacia Danko (Kristin Brown)</p>
<p>Human and Molecular Genetics</p>	<p>Anna McLemore (Tammy Currie)</p>	<p>Dacia Danko (Kristin Brown)</p>

<p>Internal Medicine</p> <ul style="list-style-type: none"> <li>• Cardiology</li> <li>• Cardiopulmonary Labs</li> <li>• Clinical Pharmacology &amp; Hypertension</li> <li>• Endocrinology and Metabolism</li> <li>• Gastroenterology</li> <li>• General Medicine &amp; Primary Care</li> <li>• Hematology/Oncology</li> <li>• HIV/Aids Center</li> <li>• Infectious Diseases</li> <li>• McGuire VA Medical Center</li> <li>• Nephrology</li> <li>• Pulmonary Disease</li> <li>• Quality Health Care</li> <li>• Rheumatology, Allergy and Immunology</li> </ul> <p>Legal Medicine</p>	<p>Tammy Currie (Anna McLemore)</p>	<p>Kristin Brown (Dacia Danko)</p>
<p>Microbiology &amp; Immunology</p>	<p>Allison Wetterhahn (Meredith Lane)</p>	<p>Kristin Brown (Dacia Danko)</p>
<p>Neurology</p>	<p>Anna McLemore (Tammy Currie)</p>	<p>Kristin Brown (Dacia Danko)</p>
<p>Neurosurgery OB-GYN Ophthalmology Orthopedic Surgery</p>	<p>Tammy Currie (Anna McLemore)</p>	<p>Kristin Brown (Dacia Danko)</p>
<p>Otolaryngology Pathology Pediatrics Pharmacology/Toxicology</p>	<p>Allison Wetterhahn (Meredith Lane)</p>	<p>Kristin Brown (Dacia Danko)</p>
<p>Physical Medicine and Rehabilitation Physiology and Biophysics</p>		
<p>Psychiatry Biostatistics Health Behavior &amp; Policy</p>	<p>Tammy Currie (Anna McLemore)</p>	<p>Dacia Danko (Kristin Brown)</p>
<p>Radiation Oncology Radiology</p>	<p>Meredith Lane (Allison Wetterhahn)</p>	<p>Dacia Danko (Kristin Brown)</p>

<p>Surgery</p> <ul style="list-style-type: none"> <li>• Cardiac/Thoracic</li> <li>• Neurological</li> <li>• Pediatric</li> <li>• Plastic/Reconstructive</li> <li>• McGuire VAMC</li> <li>• Surgical Oncology</li> <li>• Trauma/General</li> <li>• Urology</li> <li>• Vascular Transplantation VCU</li> </ul> <p>Johnson Center Women's Health</p>	<p>Tammy Currie (Anna McLemore)</p>	<p>Henrietta White</p>
<p>Weil Institute</p>	<p>Tammy Currie (Anna McLemore)</p>	<p>Dacia Danko (Henrietta White)</p>

<b>VP for Administration</b>	<b>HR Consultant</b>	<b>HR Operations</b>
<p><b>Office of the VP for Administration</b></p>	<p>Sheila Baker</p>	<p>Dacia Danko (Kristin Brown)</p>
<p><b>Campus Police</b></p> <ul style="list-style-type: none"> <li>• Access Control</li> <li>• Administration Division</li> <li>• Education &amp; Training</li> <li>• Investigations</li> <li>• Patrol Operations</li> <li>• Police Communications</li> <li>• Security Operations</li> <li>• Parking &amp; Transportation</li> <li>• RamSafe</li> </ul>	<p>Sheila Baker</p>	<p>Dacia Danko (Kristin Brown)</p>
<p><b>Human Resources</b></p> <ul style="list-style-type: none"> <li>• Benefits</li> <li>• Compensation</li> <li>• Employee Health Services</li> <li>• Employee Relations</li> <li>• Employment</li> <li>• HR Service Center</li> <li>• Training and Development</li> <li>• Work/Life Resources</li> </ul>	<p>Sheila Baker</p>	<p>Janet Sweeney</p>

<b>Office of Institutional Equity</b> <ul style="list-style-type: none"> <li>Title IX</li> </ul>	Sheila Baker	Henrietta White (Kristin Brown)
<b>Technology Services - Administrative Information Technology (AIT)</b> Technology Services Academic Technologies Learning Systems <ul style="list-style-type: none"> <li>Media Support Services</li> <li>Labs and Classroom Computing</li> </ul> Administrative Systems <ul style="list-style-type: none"> <li>Administrative Systems Infrastructure</li> <li>Administrative Systems Support</li> <li>Data Access &amp; Reporting</li> </ul> Application Services <ul style="list-style-type: none"> <li>Authentication and Directory Services</li> <li>Business Application Services</li> <li>Campus Services IT</li> <li>Collaboration Services</li> <li>Records management</li> <li>Web Services</li> </ul> Fiscal & Administrative Services Information Security	Sheila Baker	Kristin Brown
Network Services Planning and Project Management Office Technology Support Services <ul style="list-style-type: none"> <li>Campus Card Services</li> <li>Desktop Services</li> <li>IT Support Center</li> <li>IT Service Management Office</li> <li>Strategic Communications</li> <li>Technology Innovation Telecommunication Services</li> </ul> VCU Computer Center		
<b>Facilities Management</b> <ul style="list-style-type: none"> <li>Physical Plant</li> <li>Planning and Design</li> <li>Construction Management</li> <li>VCU Medical Center Capital Programs</li> <li>Accounting Services</li> <li>Capital Budgeting</li> <li>Real Estate</li> <li>Office of Sustainability</li> </ul>	Sheila Baker	Henrietta White

Safety and Risk Management <ul style="list-style-type: none"> <li>• Office of Environmental and Health Safety</li> <li>• Risk Management</li> </ul>	Sheila Baker	Henrietta White
<b>VP for Finance and Budget</b>	<b>HR Consultant</b>	<b>HR Operations</b>
<b>Office of the VP for Finance and Budget</b>	Sheila Baker	Kristin Brown
<b>Budget and Resource Analysis</b>	Sheila Baker	Kristin Brown
<b>Business Services</b> Dining Services Retail Services <ul style="list-style-type: none"> <li>• Bookstore Operations</li> <li>• RamTech</li> <li>• Dental Store</li> </ul> Interagency Mail Services	Sheila Baker	Dacia Danko
<b>Procurement Services</b> Travel University Purchasing Corporate Card Program Accounts Payable	Sheila Baker	Dacia Danko
<b>Treasury Services</b> Cash Management & Bank Operations Tax Exempt Bond Compliance Investment Management Debt Management	Sheila Baker	Dacia Danko
Cashiering Disbursing Loan Management Collections		

<b>Controller</b> Financial Reporting Financial Controls Recrods and Reporting Foundation Services Grants and Contracts Reporting Effort Reporting Fixed Assets General Accounting Cost Analysis Tax Matters	Sheila Baker	Henrietta White (Kristin Brown)
<b>Capital Budgeting</b>	Sheila Baker	Henrietta White (Kristin Brown)
<b>Payroll</b>	Sheila Baker	Janet Sweeney

<b>VP for Research</b>	<b>HR Consultant</b>	<b>HR Operations</b>
<b>Office of VP for Research</b> Center for Clinical Translational Research (CCTR) Technology Transfer <ul style="list-style-type: none"> <li>Intellectual Properties Foundation</li> </ul> Sponsored Programs Industry Partnerships <ul style="list-style-type: none"> <li>Clinical Trials</li> </ul> Finance and Administration Information Systems Research Advisory Council IACUC Board IRB Board Education and Compliance Oversight Research Subjects Protection VCU Institutes Institute for Drug and Alcohol Studies Division of Animal Resources VCU Supply Center	Meredith Lane (Allison Wetterhahn)	Kristin Brown

<b>VP for Advancement</b>	<b>HR Consultant</b>	<b>HR Operations</b>
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<b>Office of VP for Advancement</b> Health Sciences Development Corporate and Foundation Relations Alumni Activities School of Engineering Foundation VCU Foundation Center for Transitional Science	Anna McLemore (Tammy Currie)	Kristin Brown
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