

Office of Human Resources (OHR) Timeline of Updates



February
2022

WesternU established a separate department, Office of Title IX and Equal Opportunity (OTIXEO), outside of the Office of HR to ensure appropriate independence and management of employee complaints that pertain to discrimination, harassment, and retaliation. The formal recruitment process for the Associate Vice President of Equal Opportunity and Title IX Coordinator began July 1, 2022.

July
2022

An Ad-Hoc Human Resources Advisory Committee (Committee) was formed to secure the input of key campus stakeholders on the draft OHR Strategic Plan (Plan). The Committee includes representation from all constituent groups and branches of governance. As a result of these meetings, the Committee has received meaningful contributions and is at the point of assessing the information and moving toward an operational action plan.

September
2022

WesternU formally began its search for a Chief Human Resources Officer. The Search Committee, comprised of designated representatives from all five branches of governance, diligently reviewed more than twenty competitive applications and interviewed 10 semi-finalists, resulting in the recent invitation to campus of three (3) top candidates on February 21st, 22nd and 23rd. The selected is anticipated to be in place by the end of April 2023

December
2022

in response to the Academic Assembly resolution stating that the University should "Engage an external HR risk management firm to conduct a comprehensive review of existing policies and HR practices related to adjudication of employees' grievances and develop clear policies and procedures for conducting grievance investigations to ensure independence in, and sufficient staff support for, investigations", an Ad-hoc HR Advisory Group was formed with the responsibility of providing feedback and input in the selection of a qualified consulting firm or subject-matter expert for the review of the institutional HR policies and procedures related to employee complaints and investigations.

January
2023

Interim CHRO Shairon Zingsheil is hired to provide leadership and stabilization of staff until the permanent CHRO could be hired.

Implementation of SB1162: Like other California institutions, WesternU had a very short timeframe in which to implement this new law. Shairon has taken over leadership of the implementation of SB1162 and all requirements for SB1162 have been met.

January
2023

Institutional Compensation Philosophy committee: This committee has been formed to help develop WesternU's first institutional compensation philosophy. This goes beyond the requirements of SB 1162. The committee has approximately 18 members representing various contingency groups across campus. The first meeting will take place in March 2023. The formation of this committee and its subsequent work will help inform the University's compensation strategy going forward. The OHR will be responsible for ensuring that the University implements an effective strategy once that strategy is set by the University.

January
2023

Annual Performance Management: The ICHRO has been instrumental in relaunching the performance management system for all non-faculty employees. The announcement and timeline for the 2022-23 performance evaluations have been published.

Employee Handbook: The ICHRO is in the process of finalizing the draft employee handbook which will be shared with campus constituents for review and comment.

Training and Development: In the areas of staff development, the ICHRO has commissioned trainings for all OHR employees in the areas of Equal Employment Hiring practices, Basics for Supervisors and Leaves Administration. These trainings are in the pilot stages and will be rolled out for all employees as part of a professional development plan.

January
2023

Interviewing and recommending candidates for vacant HR positions: The ICHRO and the HR team have been actively involved with an outside recruitment firm to source qualified HR candidates to fill current vacancies in HR.

Clarifying roles: The ICHRO has been working to further clarify roles and separation of duties between the OHR Employee Relations office and the newly created OTIXEO office.

HR Organizational Structure: The ICHRO is assessing the organizational structure for HR to assist the new CHRO in building capacity without delay.

February
2023

WesternU hired Cristina Alvarez, Associate Vice President of Equal Opportunity, and Title IX Coordinator on February 21, 2023. Cristina will be managing the resolution processes related to formal complaints involving discrimination, harassment, and retaliation. All other employee complaints or workplace investigations will be managed by the Office of Human Resources/Employee Relations.