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## Virginia Tech Staff Employee of the Week

May 8, 2006

**Name:** Suzie Karlin

**Job Title:** Administrative Assistant

**Employee's Home Department:** Office of the Provost

**Employee's College or VP Area:** Provost Office

**Nominated For:** President's Award for Excellence

**Nominated By:** Mark G. McNamee

**Virginia Tech Hire Date:** August 10, 2000



### Summary

Suzie provides the direct support to the promotion and tenure process at the University level and searches for senior-level appointments (deans and vice presidents). She performs both of these roles with exquisite attention to detail, absolute discretion, unfailing courtesy, and remarkable helpfulness to candidates. Suzie is very helpful in developing the very complex interview schedules involving dozens to hundreds of people, and keeping them informed of all aspects of the arrangements. Another annual and year-long effort that Suzie oversees is the promotion and tenure process.

Suzie is in charge of keeping the Faculty Handbook up to date - an annual ordeal that involved contacting literally dozens of offices and individuals and cajoling them into revising material for which they are responsible, then reading every word on every page to validate references and determine what needs to be updated, incorporating newly approved policies, and documenting for the record every change that is made. When the test is finally done, it needs to be uploaded to the web site and copies made for various offices and individuals. Then the test begins again with the Special Research Faculty Handbook.

### Comments from faculty, staff and administrators:

"Recently we moved from a paper process in which a set of 60 or more P&T dossiers would take up multiple boxes to scan all of the dossiers on a CD. She investigated how this might be done with the experts in information technology and made all arrangements. The year, she decided it would be helpful to meet with each administrative assistant handling the college-level process to discuss how the interface between the college and university-level process might work better and to answer their questions about dossier format. This was a very productive dialogue, entirely initiated by Suzie. The P&T committee is effusive in their praise for how careful and thorough she is setting up all aspects of their proceedings, dealing with the appeal candidates, and handling the thousands of pages of documents involved. Suzie has also developed a new, even more detailed procedural manual documenting all aspects of the process. This is invaluable, not only for our on-going record and use, but for anyone who might need to step in to help out."

About the ["Staff Employee of the Week"](#) Program

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