SANFORD HR MISSION

“Support the Sanford School by attracting a diverse workforce and nurturing, educating, empowering, and equipping its most valuable assets - its people.”

SANFORD HR VISION

“To create and develop an innovative and high performing diverse workforce by training and retaining staff while producing HR business acumen in advancing the work of the Sanford School.”

We are here to serve you in various facets, including HR, Employee Relations, Learning and Development, Employee Team Culture & Engagement, Belonging, and Payroll. We are your trusted partners on your journey within the Sanford community, ready to provide guidance, support, and expertise to make your experience here as enriching as possible.
STAFF ENGAGEMENT

PROFESSIONAL DEVELOPMENT & STAFF ADVANCEMENT COMMITTEE
The committee’s goal is to foster a culture of professional development and understanding of career advancement within Sanford and Duke. The committee has a strong, visible commitment from the school to support professional development and career advancement for staff community to enhance recruitment, retention, and work satisfaction. The committee seeks opportunities and expectations for faculty/staff managers to recognize the success of their team members as well as opportunities for staff to recognize their peers.

RESOURCES

LINKEDIN LEARNING
16,000+ Courses and personalized learning experiences

WHAT’S IN YOUR WALLET?
Helping employees understand their networth at Duke.

PLANT THE SEEDS FOR RETIREMENT
Webinars and strategies for retirement planning

HEALTH & WELLNESS
Programs and services for eligible faculty, staff, and family members

REWARDS & RECOGNITION COMMITTEE
The committee’s goal is to find additional ways to acknowledge and appreciate staff member work achievements and identify activities to encourage and motivate staff to excel in their jobs.

WORK-LIFE BALANCE & WELLNESS COMMITTEE
The committee’s goal is to explore solutions and makes recommendations around work-life balance/hybrid work and wellness themes. The committee helps leadership formulate and communicate hybrid policies and wellness practices for the benefit of the school community, present and future.
NEWS HIGHLIGHTS & EVENTS

IT’S TIME FOR MID-YEAR EVALUATIONS!

Mid-year reviews should be used to explain employees’ progress on their goals to date. The process is designed to ensure employees are fully aware of expectations, make updates to objectives or development plans, and prevent surprises at the year-end performance reviews.

Performance Period
April 2023 - September 2023

Discussion Completion Date
November 10, 2023

HR PROCESS REMINDERS

For salary quotes, please ensure their resume shows the month and year the employee worked at each job. If this information is not included, we will need an updated resume.

UPCOMING EVENTS

Open Enrollment is coming up in October! Be sure to plan ahead for any changes you want for 2024.

October 16 - 27th

Staff meetings
October 18
November 15

Save the date for our annual Holiday Party
December 7, 2023
JB Duke Hotel

Jennifer Hurtgen, a Project Planner, is in a role that coordinates and manages the research of various professors at Duke, including here at Sanford. This summer, Jennifer was able to use the generous professional development funds available to Sanford staff to attend the INSciTS conference in Bethesda, MD. “At this conference I was able to think on a high level about how to create psychological safety on large teams so that everyone can speak up, think deeply about the characteristics I naturally bring to a team, and identify how diversity on my teams is done well or not. Every moment of this conference impacted my career and work at Duke in positive ways. It was time and money well spent and I am so grateful I was afforded this opportunity to grow and learn.”
Dear colleagues,
As we embark on this new journey, it brings me immense pleasure to introduce the inaugural edition of our HR Newsletter. This newsletter aims to serve as a beacon of information and inspiration, connecting our diverse and talented workforce.

At the Sanford School we recognize that our greatest asset is our people. Each one of you plays an integral role in our continued success and growth. This newsletter is designed to foster a sense of community, facilitate open communication, and provide valuable resources that will empower you to thrive in your professional and personal lives.

In the coming editions, you can expect a rich tapestry of content. We'll share updates on HR policies, benefits, and programs, offer insights into career development, and celebrate the achievements of our colleagues. We'll also delve into topics that touch on well-being, diversity and inclusion, and other aspects of work-life harmony.

As the HR Director, I encourage you all to actively engage with this newsletter. Your feedback, suggestions, and contributions are invaluable in shaping its future and ensuring it remains a vibrant and relevant resource for our school.

A MESSAGE FROM OUR DIRECTOR

CONTACT US

Your ideas, comments, and suggestions are always welcome! Please, email Sumetrice Porter at Sumetrice.Porter@duke.edu

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