

STEPHANIE N. DUNN, PH.D.

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EDUCATION

PhD	The University of Texas at Tyler, Tyler, TX Major: Human Resource Development	December 2018
MS	The University of Texas at Tyler, Tyler, TX Major: Human Resource Development	May 2013
BS	Louisiana State University, Shreveport, LA Major: Business Management and Administration	May 2009

DISSERTATION

Title: Examining Work-Life Balance of Female Faculty in Chair Roles at Medical Academic Institution: A Phenomenological Study.

Committee: Jerry Gilley, Ed.D. (Co-Chair), Judy Sun, Ph.D. (Co-Chair), Ann Gilley, Ph.D., Paul Roberts, Ph.D.

Degree Conferring: December 2018; *Dissertation Defense:* August 2018

Abstract: The purpose of this research study was to explore the work-life balance of women in Chair positions within medical academic institutions and to research their ability to balance roles at work and home. The study wanted to investigate the impact of a prestigious leadership position on their lives. The study explored the reason for their success in such a male-dominated position and how they obtained such a position. The women who participated in this study gave accounts for their triumphs and disappointments during the data collection phase of the study.

This research was a phenomenological study based on three theoretical literature foundations: Work-Family Border Theory; Role Balance Theory; and Career Compromise Theory. Research and interview questions were developed from these three theories to determine if these women were able to accomplish a work-life balance at any level during their time as a Chair. The study was developed using the determination if children, aging parents, and being married could be a factor in achieving work-life balance. The study was focused on the southern region of the United States with participants of the study being located through the AAMC website. The researcher conducted qualitative interviews with each participant based on their time and availability. This interview approach was conducted so that each participant expressed their feelings, thoughts, and experiences.

Findings were discovered through the process of transcribing the interviews, coding transcriptions, and having themes revealed for each interview question. Interview questions themes were discussed individually and ending with aggregated themes for each research

question. A summary of findings were included for the reader. To conclude, each research question findings were discussed including implications for theory, research, and practice, limitations, and future research opportunities.

RESEARCH INTERESTS

- Work-Life Balance
- Career Compromise
- Organizational Culture
- Virtual HRM

ACADEMIC EXPERIENCE

Louisiana State University Shreveport, Shreveport, LA August 2020-Present
Instructor, Department of Management & Marketing

University of North Texas, Denton, TX August 2020-May 2021
Adjunct Lecturer, G. Brint Ryan College of Business

University of North Texas, Denton, TX January 2020-July 2020
Lecturer, G. Brint Ryan College of Business

Louisiana State University Shreveport, Shreveport, LA January 2019 – August 2020
Adjunct Instructor, Department of Management & Marketing

CORPORATE EXPERIENCE

Southland Printing Company, Shreveport, LA June 2018-December 2019
Human Resources Administrator

- Process all new and temp. placement employees.
- Process all weekly payroll to include new and updated deductions, 941, and 401k payments via electronic bank drafts.
- Enroll and process all changes for benefits to include medical, 401K, and optional insurance plans.
- Conduct new hire orientation.
- Process all worker comp. claims.
- Develops, recommends and implements personnel policies and procedures; prepares and maintains handbook on policies and procedures.
- Currently developing new vacation and sick plan for all employees.
- Process billing statements from temp. agencies, Aflac, garnishments, etc. for payment by accounting.
- Plan, organize, develop, implement, coordinate, and direct personnel policies and procedures; Recommend personnel policies and practices to Management.
- Maintain current knowledge of federal, state, and local employment related laws to ensure Company compliance; Establish policies and procedures necessary to comply with federal, state, and local employee personnel laws in areas such as COBRA,

- HIPAA, Affirmative Action, EEOC, American Disabilities Act, ERISA, FMLA, FLSA, Affordable Care Act, etc.
- Develop and administer an effective recruitment, interview, and selection program to include testing and background checks; Conduct interviews and work with Department Managers to select the best qualified applicants; Coordinate with outside suppliers to provide employee services, such as temporary employees or screening employees.
 - Coordinate and administer benefit programs such as health insurance, life insurance, 401(k) retirement plan, vacation, and sick leave; responsible for eligibility, enrollment, changes, and terminations; Process required documents through payroll and insurance providers to ensure accurate record keeping and proper deductions; Serves as the Cobra Administrator for company; Conducts employee benefit presentations, education, and one on one assistance; coordinates the distribution of materials from providers and arranges for onsite representation by providers; coordinates annual open enrollments; Reviews monthly billings from benefit providers to insure accuracy; Serves as the Company liaison with the benefit providers; Works with providers to address employee questions and complaints related to health and welfare plans; Keeps management advised of potential problem areas and recommends/implements solutions as appropriate.
 - Maintain updated job descriptions, organizational charts, employee directories, and parking lot assignments.
 - Administer the Pay Raise, Profit Sharing Programs, and Perfect Attendance Program; periodically review compensation plans and wage surveys to insure competitiveness in the market place.
 - Develop, implement and monitor performance management programs to include performance reviews, counseling, disciplinary procedures and documentation. Assist Department Managers with performance and disciplinary issues.
 - Backup Controller

Praeses LLC, Shreveport, LA
Human Resources Manager

December 2016-March 2018

- Developed and administered various human resources plans and procedures for company personnel.
- Planned and organized activities of the department.
- Employee engagement. Planned staff meetings and activities for staff. Coordinated training.
- Administered/coordinated performance review process with managers. Updated/revised job descriptions.
- Developed, recommended and implemented personnel policies and procedures; prepared and maintained handbook on policies and procedures;
- Performed benefits administration to include enrollment/changes/terminations/open enrollment and annual re-evaluation of policies for cost-effectiveness, and communicates programs to employees; COBRA, FMLA and other leave administration; ensured compliance with ACA.

- Developed and maintained affirmative action program; files EEO-1 annually; maintained other records, reports and logs to conform to EEO regulations.
- Ensured compliance with all state and federal employment regulations and OFCCP requirements. Completed and submitted reports as requested and/or required.
- Conducted new-employee orientations; administered termination procedures.
- Oversaw Visa and permanent resident application process in coordination with Immigration Attorney.
- Established and maintained department records and reports.
- Performed other incidental and related duties as required and assigned.
- Termed approximately sixty employees, including self, due to partial company sell-off.

Louisiana State University Health Science Center, Shreveport, LA
Human Resources Faculty/Unclassified Staffing Coordinator April 2014-December 2016

- Coordinated position approval for vacant and new positions.
 Ensured Personnel Action Requests (PER) and position descriptions are complete and meet the requirements of the position.
 Completed any required paperwork or processes to meet compliance with LSU Systems Office for position approvals.
 Reviewed salary ranges on positions descriptions to ensure equity within requesting department and across the institution.
 Ensured positions were posted in accordance with institutional policy. This included posting on the LSUHSC-S website and LA Careers websites and monitored postings for accuracy.
 Ensured applications were screened appropriately and that only applications from qualified applicants were forwarded to the department for interview consideration.
 Worked with departments when requested to assist in the interview process and candidate selection.
- Coordinated employment services for selected candidates/current employees.
 Reviewed offer letters for standard verbiage and required language. Reviewed salary amounts for equity.
 Extended formal job offers to selected candidates and initiated new hire processes.
 Coordinated the new hire on-boarding process between department and all areas of HRM. Communicated hiring information to departments in a timely and professional manner.
- Coordinated position description process for unclassified positions
 Worked with departments and HR staff in identifying type of position needed and ensuring position description accurately reflects needs of department.
 Ensured position descriptions were updated in accordance with departmental and institutional policy and procedure.
 Evaluated salary structures, researched as needed, and make salary recommendations to Manager and/or department.
 Participated in the completion of salary surveys as assigned.
- Coordinated applicant tracking process.
 Worked with HR staff to ensure applicant tracking was completed within set timelines.

- Completed applicant tracking as necessary to ensure tracking was kept current.
- Served as a resource to HR staff responsible for applicant tracking to troubleshoot problem areas.
- Assisted in faculty recruitment needs as assigned.
 - Worked with the HR Manager to learn all aspects of faculty recruitment and be able to serve as a backup for faculty recruitment planning and execution.
 - Built relationships with departments that had recruitment needs in order to best assist those departments.
 - Built relationships with potential faculty members to facilitate the recruitment process and serve as a resource to them for institutional and community information.
- Assisted in faculty staffing as assigned.
 - Served as a resource for newly hired faculty members during the on-boarding process. This may have included facilitating completion of new hire paperwork, campus tours, etc.
- Developed and created documents for LASERFICHE program to be able to process all employees paperless.

Sam's Town Hotel and Casino Shreveport, Shreveport, LA
Senior Human Resources Manager/Generalist

June 2013-April 2014

- Developed and strengthened external recruiting efforts as service demands
- Assisted in advertising campaigns and tracking results
- Developed and strengthened networking strategies
- Interviewed and screened applicants to fill current open positions with company
- Actively participated in career fairs
- Provided employees with career mapping solutions for continued professional growth
- Conducted pre-employment testing
- Processed all paperwork for newly hired employees
- Conducted required courses as needed by company departments
- Conducted all New Hire Orientation to include lectures and computer training
- Counseled supervised employees; perform evaluations
- Handled all concerns and questions of new employees along with possible candidates
- Communicated with all Directors, Managers, and Supervisors of hotel and casino
- Processed positions accordingly in database
- Communicated with Corporate Headquarters to stay in compliance with company policies and procedures

Harmony Life Hospice, Shreveport, LA
HR Manager

January 2010-February 2012

- Processed all Medical Records of previous, current, and possible future patients
- Maintained paperwork on patient records
- Processed all Admit paperwork and Physician Orders for signatures
- Maintained and processed Room and Board paperwork for Medicaid insurance
- Maintained records, manuals, flow sheets, etc as deemed appropriate by supervisor

- Maintained human resources files on all employees to include updates, training, new hires, etc.
- Assisted the Office Manager with maintaining and producing reports, records, tracking charts, etc. as deemed appropriate for the agency to run efficiently and effectively
- Maintained hospice and clinical records in a distinct location according to HIPAA regulations
- Secured all records in a confidential area and only supply access to qualified personnel
- Processed payroll and calculate Volunteer Coordinator hours.
- Processed payments of room and board to nursing homes via billing.

TEACHING EXPERIENCE

- **MADM 320: Human Resource Management**
- **MADM 423: International Human Resource Management**
- **MADM 425: Compensation Administration**
- **MADM 427: Staffing Organizations**
- **MADM 429: Training & Development**
- **MADM 480: Strategic Management (Capstone Course)**
- **MGMT 3720: Organizational Development**
- **MGMT 4170: Employee and Labor Relations**
- **MGMT 4890: Legal Aspects of Employment Practices**
- **MGMT 5350: Seminar in Labor Relations**
- **MGMT 5710: Seminar in Business Ethics and Social Responsibility**

MEMBERSHIPS

- Academy of Human Resource Development, 2017-Present
- Society of Human Resources Management, 2015-Present
- The National Society of Leadership & Success, 2014-Present

Professional Activities

- 2019 ATHENA Leadership Award Nominee Judge

Book Review

- 2020-Robbins & Judge Organizational Behavior 18e

Abstract Review

- Abstract Review: SEDSI 2021 TRACK: Human Resource Management TITLE: Predicting Employee Risk of Attrition in the Tech Sector to Maximize Retention AUTHORS: Dr. Jim Mirabella, Ambrose Akiimbomyes, & Michael Bowe