

ADMAN EXECUTIVE BOARD MEETING

Minutes
March 13, 2002
2411 Tupper Hall

Present: Linda Bentley, Janet Brown-Simmons, Lesley Byrns, Karen Castelli, Mary Duthie, Betty French, Pat Hunter, Tracy Lade, Gerri Refsland, Christina Jones (Caroline Borgnino's replacement in Molecular & Cellular Biology)

Absent: Sharon Anglin, Mariarosa Ferraro-Potratz, Trisha Pedroia

Guests: Connie Melendy and Kay House, Office of the Vice Provost-Academic Personnel

Approval of Minutes

The minutes of the February Board meeting are not yet available.

Academic Personnel Processes

Connie Melendy and Kay House met with the Board to discuss the reorganization in the Provost's Office and other issues related to academic personnel. Connie is responsible for implementing the programs and Kay is responsible for the day-to-day office management. There are four analysts, and they have moved to a "generalist" model, with one person assigned to a college/school to deal with all issues. Connie has been charged by the Vice Provost for Academic Personnel to improve the academic personnel process. They will be streamlining the annual call (starting in Fall 2003) in an effort to bring all information together in one place. The plan is to shorten the call to a couple of pages, and have links to the systemwide APM, UCD policies, FAQs, and directives. A committee has been created with Dean's and Provost's Office staff to work on streamlining the personnel processes. All of the colleges/schools seem to have different requirements. Connie stresses that streamlining requires the consultation and approval of many units, including the Academic Senate. This has been discussed many times, and everyone wants change, but nobody is willing to give up anything. Everyone wants others to adapt to their processes. In the immediate future, the Provost's Office will concentrate on changing things that do not require consultation. The Provost is working on a checklist of the critical required material for the Dean's Offices. These items must be in the packet in the correct order. The Dean's Offices can add things to this, but these items must be accurate and consistent. This should improve consistency across Dean's/VC's offices. Kay mentioned that UCSC has a short-form merit process, and that will be evaluated here.

The Board also mentioned that it would be helpful to have web-based CV's, pub lists, bios for grants, as well as a database where actions can be tracked (appointments, merits, etc.). It sometimes takes months to get an appointment approved, and we don't know where it is in the process. The Provost will pilot some process management (database) programs. However, when using a database, entry must be consistent, and there is question about whether departments have the technical capacity to access a central database. The Provost's Office has put together a tracking database, and access will be phased in slowly, as follows: Dean's Offices will have access next year and Departments the following year. They are working out the details of tracking since the cases go back and forth to CAP. Also, there are many delays in Ad Hoc committees. Most delays are related to disagreement over salary or appointment level. However, the majority of the appointments move through quickly. If we have a problem, we are urged to contact Kay House. The Vice Provost is committed to put all new appointments on the fast track, and is getting a commitment from CAP to add cases quickly to their agenda and encourage Ad Hoc committees to do the same.

Connie reports that there may be an on-line application process for faculty recruitment by next year. She confirmed that all parts of the academic merit/promotion material except for the vote and reference letters can be handled electronically. Also, the Provost will accept faxed external letters, but not email letters. Further clarification was requested on whether or not the Annual Report of Professional Activities is needed for the merit packet. The Provost's Office needs the information on this form, and they are considering re delegating this to the Deans and Department Chairs, so that the ARPA form may not be required as part of the merit in the future.

The Provost's Office is setting up a certificate program for Academic Personnel Administration. The training committee is creating the topics and plans to roll it out in a phased approach sometime next year. They continue offering the New Chair Workshop, and have had monthly brown bags where speakers present information on complaint resolution, how to work with the MSO, and other related topics. Connie reiterated that it is the Chair's responsibility to write the academic evaluation of the departmental letter for merit/promotion actions, and the Provost is advising new department Chairs of this.

The Board advised Connie of problems we have getting assistance to resolve personnel-related problems to avoid the formal complaint process for academic titles assigned to Graduate Studies (PGRs). The Dean of Graduate Studies has referred us to our Dean's Offices, but they say it's Grad Studies responsibility. Since these titles are covered by the APM, they fall under the responsibility of the Provost. Connie said we can contact her for help on these matters until the Dean's/VC's Office staff are trained. She suggests that we keep our Dean's/VC's offices in the loop on these problems.

Follow-up on Senior Advisors Meeting

No discussion.

Use of ADMAN Listserv

Gerri still reports concerns about the way the listserv is used. She is getting complaints from people about getting duplicate announcements. Some ADMAN members have been sending things out on the listserv. Also, people are asking her to post ads to sell cars, rent houses, sell bikes. We agreed to restrict the list so that only Gerri and the Chair (Linda) can send messages out. Also, we will not send out any advertising. If one of our members is looking for information (short-term housing for a Visiting Professor, or how to pay an honorarium, etc.), that is appropriate for distribution. The purpose of our list serv is to share information among our members. Gerri will contact the Postmaster about restricting the listserv. If Gerri receives a request to post something she thinks is questionable, she will forward to the Chair to decide (or the Board, in the Chair's absence).

ABOG Steering Committee

No report.

Mid-Management Conference Committee

Mary reported that the conference registration is closed; 185 are signed up, and 40 are on the waiting list. Additional registrations are not being accepted. Gerri showed the "survival packs" that will be given to attendees.

Meeting adjourned at 1:00 p.m.

Minutes prepared by: Pat Hunter