

**FY 2012 – 2013 Academic Federation
Administrative Series Personnel Committee**
William Jewell, Chair
Victoria Cross, Judy Janes,
Gregg Recanzone, Nona Richardson

September 3, 2013

ELLEN BONNEL

Chair, Academic Federation

RE: Academic Federation Administrative Series Personnel Committee
Annual Report 2012-2013

The AF Administrative Series Personnel Committee (ASPC), with members William Jewell (Chair), Victoria Cross, Judy Janes, Gregg Recanzone, and Nona Richardson, met 12 times during the year. A total of 46 personnel actions were referred to the committee for review. The actions under review were appointments, merits, and promotions of 11 Academic Administrators, 32 Academic Coordinators, and 3 Associate University Librarians. In addition, the ASPC also reviewed 10 position screenings. A summary table of the committee's activities for 2012-2013 is attached.

Issues

The committee notes that some issues appear repeatedly as we review personnel actions and screen positions.

- **Criteria for Accelerations and Above Scale Actions**

This year the committee reviewed several accelerated merit actions and three above-scale merit actions. A number of questions arose as the Committee discussed these cases. Basically the committee requested information regarding specific criteria that may be applicable to accelerations and above-scale merit actions and what standards should be applied in these cases. On May 8, 2013 the committee sent a letter to Vice Provost Stanton requesting guidance regarding standards for accelerations and above-scale merit actions. In addition, the committee offered the following suggestions to address the concerns regarding accelerations and above-scale actions:

- There should be more detailed documentation and stronger justifications related to specific criteria for acceleration and above scale requests.
- The FAQ and collegial advice policies posted on the Vice Provost-Academic Affairs web site should be updated to include advice on accelerated actions and above-scale actions.
- Department letters should include the metrics that were used to justify the accelerated action or above scale request, indicating what is expected for normal advancement and they should provide an explanation of how the candidate's record justifies the requested acceleration or above scale action.

Vice Provost Stanton replied to the committee's letter on June 26, 2013 indicating that her office could provide more guidelines regarding the criteria for acceleration and advancement in the Academic Administrator series in their academic personnel workshops and on the Academic Affairs web site. In addition, she indicated that she would ask her staff to consult with the Office of the President to get better guidance

regarding the documentation expected for above scale actions. The committee will follow-up with the Vice Provost in fall 2013.

- **Org Chart for Associate University Librarian (AUL) Actions**

The Committee agrees that it would be extremely helpful to have org charts required for all AUL merit actions. The org chart would allow the committee to see exactly where the AUL position fits in the overall Library organization and how many direct reports and what titles are supervised by the candidate, etc.

- **Criteria for Academic Administrator Levels**

The Committee agrees that it would be helpful to have criteria for the different ranks within the Academic Administrator series. This would be especially helpful for appointments actions in the Academic Administrator series. UCD APM 370-10(b) and APM 370 are extremely vague regarding the ranks within the series, particularly within the lower ranks. The only criterion included in UCD APM 370-10(b) is as follows:

“The initial rank of an appointee to the Academic Administrator series is dictated by (1) the professional and/or administrative experience of the individual, (2) the complexity of the unit for which the individual will be responsible, (3) the level of independence with which the individual will work, and (4) the salary level commensurate with the qualifications of the appointee and the administrative duties he or she will assume.

Ranks V, VI, and VII of the Academic Administrator series are reserved for individuals who have achieved a national reputation for excellence in their area of specialization.”

It is often difficult for the committee to evaluate position screenings and appointment actions in the Academic Administrator series due to the lack of criteria and guidelines in the APM. When reviewing position screenings in the Academic Administrator series, the committee normally recommends that the duties of the position are consistent with the Academic Administrator series but they are not able to recommend a level until the actual appointment dossier is received.

- **Academic Coordinators and Teaching Responsibilities**

The Committee reviewed several cases for Academic Coordinators in which teaching duties were not being reported correctly and the candidate did not hold the appropriate dual title. In each of these cases the committee returned the file to the Dean's office indicating the teaching responsibilities should be removed from the candidate's position description and an appropriate second title be added. APM 375-4(d) clearly states that “The duties of an Academic Coordinator are primarily administrative. **Individuals in an Academic Coordinator title who are assigned research or instructional duties are required to hold a dual title.** However, Academic Coordinators may conduct occasional non-credit seminars or workshops without holding a faculty title. Academic Coordinators who also supervise candidates for a teaching credential shall hold an appropriate faculty title as a dual title.” This is clearly a significant problem and not consistent on campus. ASPC recommends adding language on the Checklist for Appointments and Merits and Promotions for Academic Coordinators regarding the requirement for a dual title for teaching duties as stated in APM 375. ASPC also recommends adding the criteria to the Recommended Action Form so that departments and units are aware of the requirement.

Other Committee Activities

Chair Jewell met with the AF Committee on Committees to discuss issues related to the workings of the ASPC.

Chair Jewell attended the Academic Federation Executive Council meetings.

The members of the Administrative Personnel Series Committee formed an outstanding team, actively participating in the academic review process throughout the year and always looking for ways to ensure the integrity of the reviews. In spite of initial discussions on some actions showing disagreement among members, consensus was found on the actions through a careful, collegial, and deliberate process.

All this work could not have been done without the excellent staff support from the Academic Senate office. We greatly appreciated working with Kimberly Pulliam, whose stellar assistance supported our work and contributed to our effectiveness. She was always willing to help clarify any policies or procedures and give an unbiased historical perspective of the actions before the committee. Her overall institutional knowledge was also extremely helpful to the committee.

The committee also appreciated the opportunity to discuss with Vice Provost Stanton some of the above issues when we met early in the year.

Thank you very much for the opportunity to serve in this critical role.

Respectfully submitted,

A handwritten signature in cursive script that reads "William T. Jewell". The signature is written in black ink and is positioned above the printed name.

William Jewell, Chair

ANNUAL REPORT OF THE ASPC FOR THE YEAR 2012-2013
(Period covering September 1, 2012 – August 31, 2013)

Title Series →	Academic Administrators		Academic Coordinators			University Librarians		TOTAL
	Yes	No	Yes	No	Other	Yes	No	
Appeal(s)	0	0	0	0	0	0	0	0
Appointments	2	0	6	0	0	0	0	8
Appointment(s) via Change in Title	0	0	0	0	0	0	0	0
Conferral of Emeritus Status	0	0	3	0	0	0	0	3
Accelerated Merits	1	1	1	2	0	0	0	5
Non-Redelegated Merits	3	0	2	0	0	3	0	8
Redelegated Merits	4	0	17	0	0	0	0	21
Accelerated Promotion	0	0	0	1	0	0	0	1
Promotions	0	0	0	0	0	0	0	0
TOTAL	10	1	29	3	0	3	0	46
Total per Title Series	11		32			3		46

Voting Trend (including Final Decisions)

Committee Vote	Vote	# Actions	VP/Dean Final Decision	
			Yes	No
Unanimous	Yes	40	40	0
	No	3	0	3
	Other	0	0	0
Split	Yes ¹	2	2	0
	No	1	0	1
Totals		46	42	4

¹The Committee vote was split on one high level merit action for an Academic Administrator, one accelerated merit for an Academic Administrator, and one accelerated merit action for an Academic Coordinator. The final authority approved the high level merit action and the accelerated merit for the Academic Administrators and the final decision was still pending for the Academic Coordinator accelerated merit.

Position Screenings:

Title Series Proposed	Total	Accepted As Proposed	Accepted with Revisions	Rejected with Revisions
AA	3	3	0	0
AC	6	4	1	1
TOTALS	9	7	1	1

Voting & Peer Review Plans:

Total Reviewed	Accepted as Proposed	Accepted Contingent on Revisions	Rejected with Required Revisions
0	0	0	0