

**FY 2006 – 2007 Academic Federation
Administrative Series Personnel Committee (ASPC)**

John Drummer, Chair
Ellen Bonnel, Gene Crumley,
Gussie Curran, You-Lo Hsieh

August 31, 2007

CATHERINE VANDEVOORT

Chair, Academic Federation

BRUCE WHITE

Interim Vice Provost, Academic Personnel

RE: Academic Federation Administrative Series Personnel Committee
Annual Report 2006-2007

The AF Administrative Series Personnel Committee (ASPC) with members John Drummer (Chair), Ellen Bonnel, Gene Crumley, Gussie Curran and You-Lo Hsieh met 13 times throughout the academic year. A total of 36 personnel actions were referred to the committee for review. The actions under review were 7 Academic Administrators, 24 Academic Coordinators and 5 University Librarians. In addition to personnel actions, the ASPC also reviewed 9 position screenings and 15 departmental voting and peer review plans.

Respectfully submitted,

PENDING CHAIR APPROVAL

John Drummer, Chair

cc: Jo-Anne Boorkman – AF Assistant to the Vice Provost
Members – AF Administrative Series Personnel Committee

ANNUAL REPORT OF THE ASPC FOR THE YEAR 2006-2007
(Period covering September 1, 2006 – August 31, 2007)

Personnel Actions:

Title Series →	Academic Administrators		Academic Coordinators		University Librarians		TOTAL
	Yes	No	Yes	No	Yes	No	
Accelerated Merits	0	0	2	0	0	0	2
Appeal(s)	0	0	0	0	0	0	0
Appointments	2	0	7	0	2	0	11
Appointment(s) via Change in Title	0	0	4	0	0	0	4
Conferral of Emeritus Status ¹	0	0	0	0	1	0	1
Normal Merits ²	3	0	9	1	2	0	15
Accelerated Promotion	1	0	1	0	0	0	2
Promotions	1	0	0	0	0	0	1
Reclassifications	0	0	0	0	0	0	0
TOTAL	7	0	23	1	5	0	36
Total per Title Series	7		24		5		36

¹ Conferral of Emeritus Status was granted to 1 Associate University Librarian.

² Normal Merits: The Committee voted against 1 normal merit for an Academic Coordinator. The case involved an unintentional one year deferral, which the Committee found to be unacceptable based on the candidate's excellent record of performance. Therefore, the Committee recommended an acceleration. The final decision was in agreement.

Voting Trend (including Final Decisions)

Committee Vote	Vote	# Actions	VP Final Decision	
			Yes	No
Unanimous	Yes	34	34	0
	No	1	0	1
Split	Yes	1	1	0
	No	0	0	0
	Totals	36	35	1

The Vice Provost agreed with the ASPC on all actions (100%).

Position Screenings:

Title Series Proposed	Total	Accepted As Proposed	Accepted with Revisions	Rejected with Revisions
AA	2	1	1	0
AC	7	6	1	0
TOTALS	9	7	2	0

Voting & Peer Review Plans:

Accepted as Proposed	Accepted Contingent on Revisions	Rejected with Required Revisions
4	7	4

Administrative Issues

- The ASPC has concerns about the timeliness of merits in the administrative series'. Several actions seem to be deferred because of administrative error. The candidates appear to be unaware of the merit schedule and therefore are overlooked in the review cycle. This leads to a large number of retroactive requests, which delays the candidate's merit and unnecessarily complicates committee review.
- This year, the Committee received at least one appointment after the announcement that the candidate had been hired. This is of grave concern to the ASPC as it undermines the process and can lead to unnecessary conflict if the Committee doesn't support the candidate. The ASPC requests that this situation be avoided in the future.
- Once again, the Committee notes that on-line review of actions is essential to the efficiency of the review process and requests that this process be implemented as soon as possible.

Respectfully submitted,

John Drummer, Chair

Members: Ellen Bonnel, Gene Crumley, Gussie Curran, You-Lo Hsieh