Important Campus Resources and Policies for Departmental Chairs

Compiled by the Ombuds Office. Please note that this is not a comprehensive list. If you have further questions about who to contact or how to proceed on an issue, feel free to consult confidentially with the Ombuds Office at any time.

Additionally, please feel free to contact the Ombuds Office (ombuds@ucr.edu) if there are inaccuracies, broken links or other information that you believe should be included or changed.

Issues pertaining to entire Campus Community

Emergency / Safety
Campus Resources: UC Police Department (UCPD) (police.ucr.edu, 2-5222, 911) (be aware that a 911 call from cell phone may go to an outside police agency)
Environmental Health and Safety (ehs.ucr.edu, 2-5528)

Confidential Consultation / Informal Conflict Resolution
Campus Resources: Office of the Ombuds (ombuds.ucr.edu, 2-3213)

Improper Governmental Activity
UC System-wide Policies: UC Whistleblower Policy, UC Whistleblower Protection Policy,
Campus Resources: Institutional Ethics and Compliance and Locally Designated Official (LDO) (compliance.ucr.edu, 2-1128), UCOP Whistleblower (ucop.edu/uc-whistleblower, Hotline: (800) 403-4744)

Legal Concerns
Campus Resources: Campus Counsel (https://www.ucr.edu/campus-counsel, 2-5077)

Research Integrity / Research Misconduct
UCR Procedures: Research Integrity Policies & Committees, Research Misconduct
Campus Resources: Office of Research and Economic Development (research.ucr.edu, 2-5535)

International Student & Scholar Support / Education Abroad / International Research Collaborations
Campus Resources: International Affairs (ucr.edu/international, 2-4531)

Sexual Violence / Sexual Harassment
UC System-wide Policies: Sexual Harassment and Sexual Violence Policy (SHSV)
Campus Resources: Title IX (receives reports of SH and SV) (titleix.ucr.edu, 2-7070), CARE Advocates (confidential advocacy for survivors of SV) (care.ucr.edu, 2-6225), Student Affairs Case Management (SACM) (support services for student respondents) (http://deanofstudents.ucr.edu/emergencycrisis/casemanager.html , 2-5000), Tina Rodriguez (support services for staff and academic personnel respondents) (tina.rodriguez@ucr.edu, 2-5086). See also sexualviolence.ucr.edu

Issues pertaining to Academic Personnel

General Personnel Matters
UC System-wide Policies: Academic Personnel Manual (APM)
UCR Procedures: The Call, Hiring Tool Kit
Campus Resources: Office of Academic Personnel (academicpersonnel.ucr.edu, 2-2933)

Disability
Campus Resources: Disability Management (hr.ucr.edu/supervisor/disability, 2-4785)

Diversity / Discrimination / Ethical Behavior
UC System-wide Policies: Nondiscrimination and Affirmative Action Policy Regarding Academic and Staff Employment, Affirmative Action and Nondiscrimination in Employment (APM 035)
UCR Procedures: Affirmative Action Recruitment Guidelines for Academic Positions, Procedures for Employment Related Discrimination, Harassment and Retaliation Complaint and Resolution
Campus Resources: Associate Vice Chancellor for Diversity and Inclusion (diversity.ucr.edu, 2-5672)
                            Equal Employment & Affirmative Action (hr.ucr.edu/eeaa.html, 2-2673)

Faculty Discipline
UC System-wide Policies: Faculty Code of Conduct (APM 015), University Policy on Faculty Conduct and the Administration of Discipline (APM 016), UC Academic Senate Bylaw 336, Corrective Action and Dismissal for Represented Non-Senate Academic Personnel (Bargaining Unit Contracts), Corrective Action and Dismissal for Unrepresented Non-Senate Academic Personnel (APM 150)
UCR Procedures: Rules of Procedure for Implementation of Policies on Faculty Conduct and the Administration of Discipline at UCR
Campus Resources: Vice Provost of Administrative Resolution (VPAR) (administrativeresolution.ucr.edu, 2-4383)
                            Office of Academic Personnel (academicpersonnel.ucr.edu, 2-2933) for Non-Senate Faculty Discipline

Faculty Grievances
UC System-wide Policies: UC Academic Senate Bylaw 335, Non-Senate Appointees Grievance Policy (APM 140)
UCR Procedures: Summary of Grievance & Disciplinary Procedures
Campus Resources: Academic Senate (senate.ucr.edu, 2-5538), Senate Grievance Consultation Panel
                            Office of Academic Personnel (academicpersonnel.ucr.edu, 2-2933) for Non-Senate Academic Personnel

Mental Health / Wellness
Campus Resources: Faculty & Staff Assistance Program (FSAP) (hr.ucr.edu/employee/fsap, (951) 781-0510), UCR Wellness Programs (wellness.ucr.edu, 2-1448)

Issues pertaining to Staff

Note: For staff the relevant policy will depend upon whether the individual staff is represented by a labor union. For represented staff the relevant document is typically the appurtenant Bargaining Unit Contract.

Generally
System-wide Policies: Personnel Policies for Staff Members (PPSM), Bargaining Unit Contracts (for represented staff)
UCR Procedures: Corresponding Local Procedures Implementing the PPSM
Campus Resources: Human Resources (hr.ucr.edu, 2-5588)

Disability
Campus Resources: Disability Management (hr.ucr.edu/supervisor/disability, 2-4785)

Discipline / Complaints / Grievances / Performance Management
System-wide Policies: Corrective Action (PPSM 62), Complaint Resolution (PPSM 70), Bargaining Unit Contracts (for represented staff)
UCR Procedures: UCR 62, UCR 70, Performance Management
Campus Resources: Employee and Labor Relations (ELR) (hr.ucr.edu/supervisor/labor.html, 2-364)1

Diversity / Discrimination
UC System-wide Policies: Nondiscrimination and Affirmative Action Policy Regarding Academic and Staff Employment, Nondiscrimination in Employment (PPSM 12), Affirmative Action (PPSM 14), Recruitment (PPSM 20)
UCR Procedures: UCR 20, Procedures for Employment Related Discrimination, Harassment and Retaliation Complaint and Resolution
Campus Resources: Associate Vice Chancellor for Diversity and Inclusion (diversity.ucr.edu, 2-5672)
                          Equal Employment & Affirmative Action (hr.ucr.edu/eeaa.html, 2-2673)

Mental Health / Wellness
Campus Resources: Faculty & Staff Assistance Program (FSAP) (hr.ucr.edu/employee/fsap)
                          (951) 781-0510, UCR Wellness Programs (wellness.ucr.edu, 2-1448)

Issues pertaining to Students

General
UCR Procedures: General Catalog

Graduate Students
UCR Procedures: Graduate Student Resources, Graduate Programs Academic Appeals Procedures,
Campus Resources: Graduate Division (graduate.ucr.edu, 2-4302)

Academic Integrity
UCR Procedures: Academic Integrity for Students at UCR
Campus Resources: Undergraduates: Student Conduct and Academic Integrity Programs (SCAIP)
                             (conduct.ucr.edu, 2-4208)
                             Graduate Students: Graduate Division Academic Integrity
                             (http://graduate.ucr.edu/gaa_procedures.html#academicintegrity , 2-4302)

Disability
Campus Resources: Student Disability Resource Center (sdrc.ucr.edu, 2-3861)

Grade Disputes
UCR Procedures: Procedures for the Appeal of Grades

Diversity / Discrimination
UC System-wide Policies: Policies Applying to Campus Activities, Organizations and Students (PACAOS
                             20, 100, 140, 150, Appendix C),
UCR Procedures: Standards of Conduct
Campus Resources: Ethnic and Gender Program Offices (ucr.edu/students/ethnic_gender.html,
                             2-4531), Student Conduct and Academic Integrity Programs (SCAIP)
                             (conduct.ucr.edu, 2-4208), Associate Vice Chancellor for Diversity and Inclusion
                             (diversity.ucr.edu, 2-5672), System-wide Intolerance Report Form

Conduct / Discipline
UC System-wide Policies: Policies Applying to Campus Activities, Organizations and Students (PACAOS
                             100)
UCR Procedures: Administration of Standards of Conduct, Student Classroom and Course-Related
                             Behavior
Campus Resources: Student Conduct and Academic Integrity Programs (SCAIP) (conduct.ucr.edu)
                             2-4208 , Dean of Students (deanofstudents.ucr.edu, 2-6095), UC Police
                             Department (UCPD) (police.ucr.edu, 2-5222)

Students in Crisis / Mental Health / Wellness
Campus Resources: Student Affairs Case Management (SACM) (casemanagers.ucr.edu, 2-5000),
                             Critical Student Incident Team (CSI) (csi.ucr.edu, 2-9354), Counseling and
                             Psychological Services (CAPS) (counseling.ucr.edu, 2-5531), UC Police
                             Department (UCPD) (police.ucr.edu, 2-5222), The Well (well.ucr.edu, 2-9355),
                             24/7 Mental Health Phone Support: (951) UCR-TALK / (951) 827-8255