

Department Chair Leadership Session UC Academic Personnel Policy and Employee/Labor Relations



Virtual Session

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**Wednesday, November 16,
2022**

AGENDA

Goal of this Session

Academic Personnel (AP) Policy

University of California (AP) Policy Structure

UC Riverside (AP) Policy Structure

Top 10 AP Policy Questions I've Received from Department Chairs

Discussion: What AP Policy Questions do you have? What are some of the policy issues you encounter?

Academic Employee Relations

Academic Labor Relations

Questions and Discussion

Goal of this Session

The goal of this session is for us to have a shared foundational understanding of academic personnel (AP) policy, academic employee relations, and academic labor relations within the context of the University of California and the role of the Department Chair.

Academic Personnel (APM) Policy

Policies and procedures pertaining to the employment relationship between an academic appointee and the University of California

Academic Personnel Manual (APM) Policy

Policies and Procedures are issued by the Provost and Executive Vice President of Academic Affairs and published in the **Academic Personnel Manual (APM)**.

Academic Personnel and Programs maintains the official copy of the APM, including the online version of the APM and any subsequent changes.

The APM Policy Development Process is designed to insure that APM policies undergo comprehensive review and meet certain standards.

Academic appointees subject to policies and procedures within the APM include, but are not limited to, faculty such as professorial rank faculty, lecturers and clinical faculty; academic research professionals such as professional researchers and specialists; academic service professionals such as librarians and cooperative extension specialists and advisors; and graduate student employees such as research and teaching assistants.

The APM applies only to the extent provided for in a Memorandum of Understanding (MOU) for academic appointees covered by collective bargaining.

APM Policy Development Process

Initiation- Any member of the University community may suggest the need for new policy or revisions to existing policy by submitting a request to the Vice Provost, Academic Personnel

Development-Academic Personnel discusses policy concepts and changes with the Administration and Academic Council leadership prior to drafting.

Review. Academic Personnel formally circulates the proposed draft policy to solicit feedback during a)Management Consultation (optional), b) Systemwide Review (mandatory), and c) Final Review (optional)

Approval. Regental review and approval is required to revise certain policies. For all other policies within the APM, the Provost and Executive Vice President may approve and issue the policy immediately,

Implementation and maintenance. The Provost and Executive Vice President issues final policy to all locations, an action delegated by the President to the Provost.

APM POLICY IMPLEMENTATION

Policies issued by the Provost and Executive Vice President are directed to all UC locations for implementation. The Vice Provost for Academic Personnel and the Assistant Vice Provost for Academic Personnel are the UC system-wide contacts for this effort.

DISCUSSION

Questions?

Current Policy in this process: Abusive Conduct Policy

Policy Exercise: APM 245

5 minute break

Departmental Chair Role APM 245 Appendix A

The Chair of a department of instruction and research is its leader and administrative head. Appointed by the Chancellor, the chair is responsible to the Chancellor through the Dean of the college or school.

Academic Employee Relations

An organizations efforts to create and maintain a positive relationship with it's employees

Academic Employee Relations

Climate

Policies and Procedures

Employment Practices

Conflict/Dispute Resolution

Academic Employee Relations

**Chair's Role as the administrative head of the department is vitally important.
The Chair is uniquely positioned to have a significant and positive impact**

Academic Labor Relations

The formal relationship between a company's leadership and its employee's representation.

Academic Labor Relations

Chair's Role is to have understanding of the campus's structure and where to find information. To know who the contacts are and where to direct individuals as needed.

Discussion/Questions