

Academic Assembly Personnel Committee Procedures

Revised April 29, 2021

(replaces document: 2000 Policy and Procedures Handbook Of the Academic Assembly Personnel Committee)

The personnel committee (PC) is a standing committee of the UC ANR Academic Assembly. The committee provides channels of communication between administration and members of the Academic Assembly on academic personnel matters. All business conducted by the committee is CONFIDENTIAL unless specifically stated otherwise.

Charge

- Reviews criteria and policies concerning academic appointments; annual evaluations; academic advancement (e.g., merit & promotions); and other personnel matters affecting Academic Assembly members.
- Makes recommendations on the formation of ad hoc review committees concerned with performance reviews; provides for the training and supervision of the review committees; and reviews letters of evaluation generated by ad hoc review committees.
- Monitors the promotion and review process to assure the equitable treatment of Academic Assembly membership.
- Is authorized to confer with appropriate University administration in matters concerning academic appointments in Cooperative Extension.

Relationships

- Associate Vice President (AVP)
- Vice Provosts (VPr)
- Peer review committee: Chair
- Academic Human Resources (AHR): Manager & partner assigned to academic advancement.
- Program Planning and Evaluation (PPE): Analyst assigned to Project Board

Membership

- Consists of nine members of the Assembly (including the past Chair). Also includes the AAC President as ex-officio and non-voting (thus, 10 members total).
- Personnel Committee members serve 3-year terms beginning July 1.
- Members are appointed by the Rules and Elections Committee to represent program areas as equally as possible and include a minimum of seven ANR off campus academic appointees that represent Advisors, Academic Administrators, Academic Coordinators, Professional Researcher, Research Specialist, and CE off campus Specialist.
- Members must have held an academic appointment in University of California Cooperative Extension for at least six years prior to serving on this committee.
- Members must have served on other University Committees such as the following: another AAC Committee; at least 2 AAC Personnel Ad hoc Review Committees or served as the Chair of an Ad hoc Review Committee; or other appropriate UC committee service.
- An academic who is reviewed through the ANR merit and promotion must chair this committee.

Chair Responsibilities

- Prepares agenda for regular meetings, facilitates meetings, records notes (or delegates note taking to another member).
- Makes sub-committee assignments as needed.
- Coordinates replacement of committee members as needed with Rules & Elections Committee
- Prepares written activity reports for Council meetings and to appear in the Assembly newsletter.
- Serves as active member of Assembly Council, attends and participates in meetings and reports on personnel committee activities
- Organizes ad hoc review committee chair and member training (January).

Member Responsibilities

- Attend and actively participate in all committee meetings.
- Accept assignments to sub-committees as appointed by the Chair.
- Respond to emailed requests for feedback by specified deadline.

Subcommittees

The normal subcommittees include:

- **Training** – Work with VPr and AHR to develop and deliver trainings. Respond to questions from academics about assembling their PR dossiers.
- **eBook/AE Update** – Using feedback from the summer joint meeting, review and edit the eBook and annual evaluation guidelines to release for the next advancement cycle.
- **Letter Review** – Review negative and mixed case letters of evaluation generated by ad hoc review committees and the peer review committee.
- **Ad Hoc Review Committees** – Form and orient ad hoc review committee chairs and members (process typically led by the PC chair).
- The PC's plan of work may necessitate the formation of additional subcommittees.

Timeline

July	<ul style="list-style-type: none"> July 1: Terms for new PC members begins. Joint meeting between AVP, VPrs, peer review committee, and personnel committee to review advancement statistics, debrief the advancement cycle, and identify new PR dossier examples to share (AHR to obtain consent from academics to use their PR dossier). Ad hoc review committee chairs typically invited for 30-60 minutes to provide their feedback. Meeting facilitated by either a Vice Provost or the chair of the peer review committee. Outgoing (term ended) and incoming (term begins) personnel committee members invited.
August	<ul style="list-style-type: none"> PC fall meeting to develop a plan-of-work. PC Chair participates in Academic Assembly Council meeting.
September	<ul style="list-style-type: none"> In partnership with AHR, PPE, and VPrs, review and update documents for next advancement cycle. Have them approved by AVP. <ul style="list-style-type: none"> <i>Guidelines for Preparing the Thematic Program Review Dossier for UC ANR Academics</i> (eBook). <i>Guidelines for Preparing the Annual Evaluation for UC ANR Academics</i>
October	
November	<ul style="list-style-type: none"> PC Chair participates in Academic Assembly Council meeting.
December	<ul style="list-style-type: none"> PC Chair, working with AHR, initiates recruitment of ad hoc review committee chairs and members. Recruitment may either be an open call (asking for volunteers) or invitation-only; committees formed around disciplinary area and/or title series (e.g., ad hoc for human programs, for water, for CE Specialists, or administrative reviews). Approved by AVP. Training subcommittee offers real-time training on advancement process.
January	<ul style="list-style-type: none"> PC Chair participates in the peer review committee orientation. PC plans training for ad hoc review committee chairs and members (2 or 3 PC members typically facilitate the training). Training subcommittee offers real-time training on advancement process.
February	<ul style="list-style-type: none"> February 1: Deadline for submission of annual evaluations and PR dossiers. PC Chair participates in Academic Assembly Council meeting.
March	<ul style="list-style-type: none"> PC Chair begin recruitment for new members, in partnership with rules and elections committee. PC spring meeting.
April	
May	<ul style="list-style-type: none"> PC Chair participates in Academic Assembly Council meeting. Letter review subcommittee reviews ad hoc review committee and peer review committee letters of evaluation.
June	