Welcome, introduce self and co-presenter, reference packet will be sent electronically.
Congratulations on your election!

CAP District Representatives

AP Senators elected to the Academic Senate

AP Representatives on Senate Committees

Explain orientation is for the newly elected members of CAP, Senate, and Senate Committees.

In your new duties, you will help us represent the interests of the approximate 3,811 APs currently serving on the Urbana campus in 2013 (CS – 4,427).

Since 2009, AP positions have decreased by approximately 7.6% (civil service over all decrease in positions of 7.5% over the same time period).
Academic Professionals ...

...are part of an employee class which is exempted from the State University Civil Service System (SUCSS) as identified in House Bill 831, passed by the 67th General Assembly and became law on January 1, 1952

110 ILCS 70/36e(3) of the Statute and Rules – State Universities Civil Service Act

History – established through this legislative act to provide oversight for all Illinois university employees – known to us as the State University Civil Service System.

Exemptions within Statutes allow for the AP employment group to exist. The five exemptions are: 1) merit and BOT members; 2) president and vice-presidents; 3) other principal administration employees (APs are here); 4) faculty; 5) students.
The beginning...

1963 Fleming Committee – appointed by Provost Lyle Lanier, “to consider the desirability of establishing a new category of employees with appropriate standards for appointment, promotion, and tenure.”

Several committees were appointed by various provosts to provide guidance for this employee group. The 1963 Fleming Committee is one such committee.

Incidentally, this was also the same year the Assembly Hall, now renamed the State Farm Center was built.
The AP employee group has evolved since 1963 to be defined in 2012 as an employee group that is...

..instrumental in helping the university in its ability to be responsive to the rapidly changing needs in higher education and in helping to ensure the UI will remain one of the nation's premier public universities in the future.

- An employee group that breaks through traditional barriers.
- Flexible, self-directed, multidisciplinary, and able to adapt to the changing needs of the University.
- Hold appointments with varying start and end dates, can be visiting, short-term or long-term with annual contracts.
- Defined as positions designated by the President and the Chancellor as meeting specialized administrative, professional, and/or technical needs.
Examples of Academic Professional Titles
(not intended to be all inclusive)

Administrative – Director, Assistant Dean, coordinator
Professional – architect, lawyer, engineer
Technical – spectroscopist, research programmer, specialist

This employee group is comprised of persons who may have specialized knowledge and/or backgrounds who serve in hybrid positions in emerging fields. The titles and work of academic professionals transcend disciplines and hierarchy.

Emphasize specialized knowledge and backgrounds.
Before we go any further here are some new terms to learn:

The CIC is the academic consortium of the universities in the Big Ten Conference plus the University of Chicago. The CIC’s mission is to advance academic excellence through collaboration across the member universities.

- The CIC APSC addresses challenges and works toward solutions for employees represented by the participating staff advisory/governing bodies of member universities.
- It provides a venue for information exchange and examines issues to promote best practices designed to enhance work life at member institutions.
- University of Chicago is the only one in the CIC that has elected not to participate in the APSC.

UPPAC meets quarterly and serves the interests of full-time, part-time, visiting, and retired APs by:

- Providing formal and informal communication between APs, the President, and other administrative officers at the University
- Drafting and reviewing University-wide policies affecting APs
- Coordinating communications that affect APs at the three campuses
- Interviewing candidates for key University administrative positions
- CAP is represented in UPPAC by the Chair, Vice Chair, Secretary, and an At-Large Member
In 1973:

The Council of Academic Professionals (CAP) was formed to serve the interests of full-time, part-time, and retired academic professionals.

The Council of Academic Professionals (CAP) was created to assist in providing advice in the management of this exempted employee group. We do not represent visiting APs as oversight is provided through a collective bargaining agreement.
Duties of the Council

Serve as an advising entity to the Chancellor and other administrative officers of the University for APs through monthly meetings; and informal and formal communications with administration as well as other deliberations.

Draft and review policies affecting APs including professional development and career paths.

Serve as the Elections and Credentials Committee for the Other Academic Staff Group D (SP.10.09-B) in senate elections as per the recommendation of the University Statutes and Senate Procedures committee.

Advising the Chancellor: Associate Provost for HR – Elyne Cole and her staff work closely with CAP – APDF, Campus Budget and other updates; answers questions and clarify HR policies.
Career Paths: Dr. Joseph Martocchio began work on developing career paths for APs but this work stopped in 2011 due to a change in scope; today CAP is actively requesting that this work begin again.
Elections: Under the supervision of the Senate Clerk, CAP serves as nomination and election agent in coordination with the Office of the Provost and AHR who provide support to CAP in this task.
Duties of the Council (continued)…

- Selects representatives to university and campus committees, including representatives to Faculty Senate committees.

- Annually guide the selection process for the Chancellor's Academic Professional Excellence (CAPE) Award, promoting recognition of APs.

- Serve on search committees for key campus administrative positions.

- Mediate and arbitrate AP grievances.

Committees: annual elections to senate committees, other
CAPE: Chancellor recognition of demonstrated excellence in AP staff members – I attended the 2013 award reception, these folks make all of us “look good”
Search Committees: 2010 APs served on the Chancellor search committee for – Phyllis Wise and in 2012 for the Provost and Vice Chancellor for Academic Affairs, Dr. Adesida.
CAP also serves in a mediation and arbitration role for AP grievances.
CAP District Representatives:

- Council District Representative elections are held each April.
- CAP members serve staggered 3-year terms beginning in June annually.
- Two district representatives are elected from each district in alternate years.
- No two district representatives may be from the same organizational code (except districts 6, 11).

As a result of the elections held each spring – District Representatives, AP Senators, and AP Representatives on Senate Committees are chosen.

CAP District Representatives – serve staggered 3-year terms and share representation with another representative.
Org Code – established to spread service for the unit (two from same unit do not have these duties that take them away from regular appointment); insure a broader representation across the district.
What should a CAP District Representative do?
CAP respectfully requests that you:

✓ Attend CAP monthly meetings.

✓ Support the duties as charged to Council by volunteering to participate on committees and initiatives as needed and as is possible.

✓ Coordinate and work with your fellow district representative to communicate with APs in your district regarding relevant information/events and encouraging other APs to get involved.

✓ Introduce yourself to the APs in your district (via email or in person).

Attend meetings, provide reports...
Help us to encourage all APs to get involved.
Can bring a personal connection to the messages in your district when they come from you.
CAP is currently discussing a communication policy that will assist you in sharing information with your district.
Get involved in officer and/or other CAP committees to help provide the operational needs of CAP.
Also elected during the spring are the AP Senators. APs won representation on the Academic Senate in 2011 after many years of effort. We are privileged to be able to serve in this way.

In the last two-year period, APs have worked with faculty and student senators in the Academic Senate to:

• Create policies to govern electronic survey and questionnaires
• Wrote a statement on ethical leadership and shared governance
• Established an electronic communication policy
• Developed a resolution on internal policy changes to expedite renovations
• Many other issues have been discussed including performance, benefits, pensions and budget...
Seven of the eleven AP districts are represented in the Senate. Districts without representation: CAP is preparing two proposals as options to resolve this issue.

Crossover occurs between the Senate and Council District Representative elections – summary of opportunities will now be shared annually in January to help all APs understand the opportunities they have to serve.

Senate electorate lists are determined by the Dean/UEO of each district (extra criteria on separate sheet with notes)
Prior to electorate review – CAP district representatives are asked to meet with Dean/UEO to provide Q/A.
What should an AP Senator do?
**Senators (continued) ...**

When you serve as an AP Senator, CAP respectfully requests, that you, in addition to requirements listed in the Academic Senate Bylaws [http://www senate illinois edu/](http://www senate illinois edu/)

- Keep CAP members informed of relevant issues discussed at the Academic Senate meetings by attending in person at least 1-2 CAP meetings annually and submitting either a verbal or a written statement at the monthly CAP meetings.
- Introduce yourself to the APs in your district and let the APs know you are available to hear constituent concerns.

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Go to the Academic Senate meetings and report on issues to CAP.
Get involved in senate activities and contribute!
Council monthly meetings have standing agenda item at beginning of the meeting for senator and senate committee reports.

CAP is currently discussing a communication policy that will assist you in sharing information with your district.
Today we have a third group of newly elected people who will serve as AP reps on Senate Committees. The chair of CAP serves as an AP representative on the Senate Executive Committee (elected by CAP). Eleven senate committee seats are filled by APs in elections held each spring semester. APs do not have representation on seven of the 19 senate committees:
- Freedom & Tenure
- Conference on Conduct Governance
- Educational Policy
- Honorary Degrees
- Library
- Student Discipline
- Military Education Council

APs serving as Representatives on Senate Committees:

- Selection takes place following the CAP District Rep and Senator elections through self-nomination process and CAP vote.

- APs serve on 12 of the total 19 Senate committees. [www.senate.illinois.edu](http://www.senate.illinois.edu)

- Representatives serve a staggered two-year term beginning August 16th annually.
What should an AP Representative on a Senate Committee do?
AP Representatives on Senate Committees (continued) …

• Plan to attend all senate committee meetings and serve as needed. (Senate committees typically meet monthly for one-hour.)

• Provide verbal or written informational reports to CAP. (CAP meets monthly – at each meeting, senate committee reports are shared as one of the first agenda items.)

• If possible we would like you to participate in the monthly CAP meetings for all or part.

Attend all Senate Committee meetings and provide reports to CAP.
Get involved in your committee and contribute!
If possible please try to attend some of the Academic Senate meetings – provides a background of function and knowledge
Communicate with senators and fellow senate committee reps.
Areas of additional service

CAP District Representatives and APs serving on Council committees:

- Selection takes place in May-June through self-nomination process and CAP vote.
- There are four CAP committees on which APs serve:
  - CAPE Awards
  - AP Development Fund
  - Procedures and Elections
  - Communications
- Chairs of each committee must be an elected district representatives.
- CAP committee members serve a one-year term beginning with the annual June Council meeting.

CAP provides opportunities for service on Council committees through four standing committees:

CAPE – guides award process/reception
APDF – travel grant for professional development
PEC – guides election process
COM – monthly newsletters; website; announcements
Council members may also serve as officers as part of the Executive Committee:

- **Chair** – presides and prepares for Council meetings; serves on Senate Exec Committee and UPPAC
- **V-chair** – PEC chair; serves on UPPAC; fills in for chair
- **Secretary** – official record keeper; serves on UPPAC
- **Grievance Officer** – primary contact for grievance and mitigation APs, conducts grievance training (August, Council meeting)
- **Assistant Grievance Officer** – supports grievance officer and serves instead
- **Communications Officer** – monthly news; website; announcements;
- **point of contact for district reps and senators to communicate with districts.**

Areas of additional service (continued)…

**Hold an Office on the Council:**
- Selection takes place in May-June through self-nomination process and CAP vote.
- Service is limited to elected CAP District Representatives.
- Officers serve a one-year term beginning in June.
- There are seven Council officers:
  - Chair
  - Vice-chair
  - Secretary
  - Communications Officer
  - Grievance Officer
  - Assistant Grievance Officer
  - Member of CAP Executive Committee.
Practical Advice...

- Place all meetings on your calendar, now.
- Inform your colleagues and staff about your new role within CAP.
  - It is important to let others know of your new commitment.
  - Raise awareness that you are a conduit to the Council or Academic Senate.

You are the person APs see in your district.
To help yourself get oriented to your new role, we suggest you visit with other reps and senators, review previous meeting minutes and spend time on both the CAP and Senate websites.

It is through your involvement as a district representative, rep on senate committees and as a senator on the Academic Senate that enables the Council to stay informed and fulfill the duties for which it has been charged and established.

Through your election, you have the potential to share in the governance of the University of Illinois. It will be great to see what contributions we can make as we work together.
Do you have any questions?

Remember I will be sending this presentation and contact information following today’s meeting.

Thank you for coming today and for being willing to serve in this role.