

Staff Advisors to The Regents

At its January 18, 2007 meeting, the UC Board of Regents approved a permanent Staff Advisor program, designed to improve direct communication between UC employees and the Board and to help facilitate staff input to the Board's deliberations and decisions. Under this program, two staff or non-Senate academic employees serve as non-voting advisors to designated Regents' committees.

Each year's newly appointed Staff Advisor is called the Staff Advisor Designate. The Staff Advisor and Staff Advisor Designate jointly participate on both assigned committees to allow cross-coverage and mentorship by the more experienced Staff Advisor.

The Staff Advisor and Staff Advisor Designate jointly serve as non-voting advisors to two Regents' Committees: the Committee on Educational Policy, and the Committee on Finance. The Staff Advisors will participate in all meetings of the two Regental committees (with the exception of Closed or Regents Only sessions) and will be invited to stay and observe all open sessions of The Regents' meetings and certain other Regents' events.

During the first year of the program, 2005-2006, the two Staff Advisors were David Bell of UCSF and Dave Miller of UCLA. To ensure continuity of experience, Mr. Miller is continuing to serve through the second year of the program. The 2006-2007 Staff Advisor Designate is Lynda Brewer, who was selected by the President in concurrence with the Chairman of the Board. Lynda will also serve in 2007-2008 as Staff Advisor.

Staff Advisor Dave Miller's term will end on July 1, 2007. Staff Advisor Lynda Brewer's term will end on July 1, 2008. A new Staff Advisor Designate will be selected each year to serve a two-year term.

Applications for the 2007-2008 Staff Advisor Designate position will be available at local central Human Resources Offices beginning on January 24, 2007. The application period will then run from January 29, 2007, until February 28, 2007.

The Staff Advisor program was approved with strong support from UC President Robert Dynes. The key contact for the Staff Advisors at the Office of the President is Judy Boyette, Associate Vice President for Human Resources and Benefits. Questions about the program should be directed to Bill Neff in Associate Vice President Boyette's office at (510) 987-9996.

How to Apply

One new Staff Advisor Designate will be selected each year from all eligible staff and non-Senate academic employees to serve a two-year term — the first year as Staff Advisor Designate and the second year as Staff Advisor.

The Selection Process includes the call for nominations, eligibility and selection criteria, as well as details of both the application and selection process timelines.

The Application Process includes a brief description of the application process and selection criteria, and general guidelines for 2007-08 Staff Advisors.

The Application Form must be submitted or postmarked on or before Wednesday, February 28, 2007 at 5:00 p.m.

Selection Process

The UC Staff Advisor program, approved as a permanent program by the Board of Regents in January 2007, is intended to allow the Regents to benefit from hearing staff and non-Senate academic employee perspectives on relevant matters that come before Regents' committees and the Board.

One new Staff Advisor Designate will be selected each year to serve a two year term, the first year as Staff Advisor Designate and the second year as Staff Advisor.

The following process is designed to select the incoming Staff Advisor Designate.

1. Call for Nominations

Candidates will self-nominate in response to broad systemwide notice. This will generally occur electronically and through other regular employee communication processes. The call for nominations also will be addressed to unions and other University employee groups, posted on websites for The Board of Regents as well as the Council of University of California Staff Assemblies (CUCSA).

2. Eligibility

At the time of application, each candidate must be a career employee of the University of California, with a minimum of five years of career service and be employed in good standing with sustained performance of "exceeds expectations" or higher. All titles and positions among staff and non-Senate academic employees (both represented and policy covered) are eligible to serve, with the exception of members of the Senior Management Group. In order to prevent a conflict of interest or the appearance thereof, employees holding an office or position of leadership or advocacy in an employee organization or association (e.g., union, staff advisory group, employee association/organization) must resign from any such office or position before accepting and while serving in the position of Staff Advisor. A Staff Advisor will not be eligible for an appointment to more than one two-year term.

3. Selection Criteria

Candidates for the position of Staff Advisor should:

- a. Demonstrate broad knowledge of the University of California
- b. Possess broad knowledge of staff needs and interests
- c. Exhibit the ability to consider and speak to issues from varied perspectives
- d. Demonstrate exceptional communication and analytical skills
- e. Demonstrate political acumen in appropriate circumstances

- f. Commit to attend and participate fully at all assigned committee meetings, and plan to attend all Regents meetings

4. Compensation for Staff Advisors

While performing services as a Staff Advisor, Advisors will not suffer a loss of regular University pay, nor will service in this volunteer capacity result in any additional pay, including overtime.

5. Application Process

Candidates will self-nominate in a timely manner in response to the systemwide notice. **Fully completed applications** must be submitted to William J. Neff in Associate Vice President Boyette's office, UC Office of the President, either by email to:

staffadvisorapplication-l@ucop.edu or by U.S. mail to:

Staff Advisor Application
c/o William J. Neff
Special Assistant to Associate Vice President Boyette
1111 Franklin Street, 7th Floor
Oakland, California 94607

Incomplete or late applications will not be accepted beyond the deadline of Wednesday, February 28, 2007 at 5:00 p.m. (verified by e-mail transmission or U.S. Mail postmark).

6. Selection Process and Timeline

- a. January 2007: Release of systemwide notice.
- b. The systemwide notice will provide information on eligibility, the role and time commitment of the Staff Advisors, and outline the selection process.
- c. The systemwide notice will provide a date certain as to when all applications must be received and such date will be no less than 30 calendar days from the date notice was originally posted.
- d. The Office of the President will perform an administrative review to ensure appropriate eligibility and qualifications of the applicants.
- e. March 2007: The Office of the President Screening Committee will select 3-5 semifinalists. Each semifinalist must then provide at least two references from University members who are able to respond to predefined questions about the candidate's qualifications. Such references will be kept confidential by the Office of the President and must be received prior to the April interview (below).
- f. April 2007: The semifinalists will be interviewed in person by the Office of the President's Selection Committee. The Committee will choose 2-3 finalists. A member(s) of senior management at each finalist's location will be contacted for confidential comments on his or her qualifications prior to the May interview (below).
- g. May 2007: The finalists will be interviewed by the President or his designee. The President will make the final selection of one Staff Advisor Designate to the assigned Regents' Committees, in consultation with the Chairman of the Board. The newly-appointed Staff Advisor Designate will serve a two-year term beginning July 1, 2007.

- h. July 2007: First committee and Regents' meetings for newly appointed Staff Advisor Designate.

7. Screening and Selection Committees

- a. All applications will be screened for timeliness, completeness, accuracy, and eligibility. This administrative review will be conducted by the Office of the President, Human Resources and Benefits.
- b. The Screening Committee will perform the applicant screening based upon each applicant's qualifications and experience and the written criteria for the Staff Advisor. This committee will be comprised of three administrators at the Office of the President and one staff or non-Senate academic employee who will be selected by the Chair. The committee will be chaired by William J. Neff, Special Assistant to the Associate Vice President – Human Resources and Benefits.
- c. The Selection Committee will interview the 3-5 semifinalists for selection of the 2-3 finalists to be recommended to the President. This Committee will consist of senior level administrators at the Office of the President and the Staff Advisor whose term will expire June 30, 2007.

Application Process

NOTE: In order to be considered, your application must be complete and submitted or postmarked on or before Wednesday, February 28, 2007 at 5:00 p.m.

General Guidelines for 2007-2008 Staff Advisors to The Board of Regents

- The current Staff Advisor Designate, Lynda Brewer, will serve as Staff Advisor in 2007-2008.
- The newly-selected Staff Advisor Designate will attend meetings of two Regental committees: the Committee on Educational Policy and the Committee on Finance.
- The 2007-2008 Staff Advisors will attend all Open session meetings of their assigned committees and Regents meetings, with the exception of Closed and Regents Only sessions. Each year the Advisors will be invited to attend certain other UC events, including Regents' campus visits and Chancellor inaugurations, as well as other activities related to their role as Advisors.
- The Advisors will receive the entire Regents' agenda packet for each meeting, with the exception of Closed or Regents Only material. Other materials and Regents' mailings will be reviewed by University administration and will be provided to the Advisors as appropriate and necessary for work with their assigned Committees.
- Judy Boyette, Associate Vice President for Human Resources and Benefits (or her designee), will be the key contact within the Office of the President for the Staff Advisors, and her office will provide Staff Advisors with appropriate administrative support as needed. Approved expenses will be processed and reimbursed through Associate Vice President Boyette's office.
- Service as a Staff Advisor necessitates a substantial time commitment. Candidates' supervisors will need to provide a statement of support ensuring that the applicant, if appointed, will be provided with the necessary release time to attend meetings and conduct business as required of the position. Staff Advisors will not suffer any loss of regular UC pay, nor will they be eligible for any additional pay, including overtime, by virtue of service as Staff Advisor.

Submitting the Application Form

The Application Form may be submitted by either one of two processes:

1. Email

- a. Download the Application Form, save it as a Microsoft Word document, and attach the completed Application form to an email addressed to:

staffadvisorapplication-l@ucop.edu

- b. If you are submitting your application as an email attachment, please also **mail signed originals of the Signature Page** (Applicant Statement and Supervisor Statement) postmarked on or before Wednesday, February 28, 2007 at 5:00 p.m. The completed Signature Page should be mailed to:

Staff Advisor Application
c/o William J. Neff
Special Assistant to Associate Vice President Boyette
1111 Franklin Street, 7th Floor
Oakland, California 94607

OR

2. U.S. Mail

Mail the completed Application Form and Signature Page to:

Staff Advisor Application
c/o William J. Neff
Special Assistant to Associate Vice President Boyette
1111 Franklin Street, 7th Floor
Oakland, California 94607

Staff and non-Senate academic employees meeting the eligibility requirements may apply for the position of Staff Advisor. The application deadline, whether you are applying by an email attachment or U.S. Mail postmark, is Wednesday, February 28, 2007 at 5:00 p.m.

Please Note: Late or incomplete applications will not be considered.

APPLICATION FORM

2007-2008 Staff Advisor to the UC Board of Regents

⇒ **NOTE:** if applying via e-mail, save completed Application in Microsoft Word for use as e-mail attachment

Personal Information

1. Name	
2. UC location (campus/laboratory/office)	
3. UC department	
4. Position title	
5. Employee identification number	
6. Campus/laboratory/office mailing address	
7. Campus/laboratory/office telephone number	
8. Campus/laboratory/office e-mail address	

Employment History

9. Years of career service with the University of California, including month/date of hire	
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10. Provide a history of your work experience, beginning with your present position. Significantly different positions for the same employer should be listed separately. Include military and major volunteer experience with UC organizations or other organizations at the end of this section. You may, at your discretion, exclude the names of organizations that reveal your race, color, religion, national origin, ancestry, disability, or characteristics of any other protected category.

Educational Background

11. List the schools you have attended beyond high school, dates of attendance and degrees or certificates earned. Include business, technical, military, professional, college and university institutions.

UC and Community Service

12. List UC and community service performed within the past 10 years, including name of organization and your role therein.

Professional References

12. List the names, titles, addresses and telephone numbers of at least two University of California references, including their professional relationship to you.
<p>Please notify your references at the time you submit this application that, if you are selected as a semifinalist,¹ they will be asked to submit a confidential letter of reference in support of your candidacy for the position of Staff Advisor. References will be asked to respond to specific questions concerning your qualifications for this position. These questions will be made available to your references should you become a semifinalist.</p> <p>The appropriate level of senior management at your location will also be asked to provide confidential comments on your qualifications should you become a finalist.</p>

¹ Semifinalists will be notified in March 2007; interviews of the semifinalists will occur in April 2007. The letters of reference will be requested by the Office of the President and must be submitted before the April 2007 interviews occur.

From Your Perspective

Please answer the following questions. Answers to each question should be thorough, but not exceed 500 words.

13. As a University of California employee, what would be your contribution to the Board if you were appointed to the position of Staff Advisor?

14. Discuss the most critical issues facing the University at present.

15. Describe the University of California's role under the Master Plan for Higher Education and discuss how the University might continue to fulfill its commitment under the Plan.

SIGNATURE PAGE

If you are submitting your application as an email attachment, please also mail signed originals of this Applicant Statement and Supervisor Statement, postmarked by Wednesday, February 28, 2007. The signed originals should be mailed to:

Staff Advisor Application
c/o William J. Neff
Special Assistant to Associate Vice President Boyette
1111 Franklin Street, 7th Floor
Oakland, California 94607

Applicant Statement

I certify that the information provided on the Staff Advisor Application Form and any documents attached are complete and accurate. I certify that I am currently a career staff or non-Senate academic employee with at least 5 years of career experience and sustained performance at the University of California of "exceeds expectations" or higher (or, per local convention, whatever designation is above the level that represents "meets expectations").

Applicant (print name):

Applicant signature:

Date:

Supervisor Statement

I certify that the above named applicant is a career staff or non-Senate academic employee of the University of California, employed in good standing by the University with a sustained performance of "exceeds expectations" or higher (or, per local convention, whatever designation is above the level that represents "meets expectations"). I agree to provide the applicant, if appointed to the position of Staff Advisor, with the release time necessary to attend meetings and conduct business as required of the position. I understand that the applicant will not suffer any loss of his/her regular UC pay, nor will he/she be eligible for additional pay, including overtime, by virtue of time spent during this application process or, if selected, during his/her appointment period of service of two years, beginning July 1, 2007.

Supervisor (print name):

Supervisor signature:

Date:

Title:

Organization and department:

Address:

Phone number:

E-mail address: