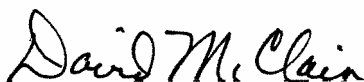## Director of Academic Personnel Administration

The Director of Academic Personnel Administration is charged with directing, managing and administering the academic human resources program on a systemwide basis. Work involves providing leadership and advice on the administration of human resources issues and concerns for academic personnel; conducting fact-finding and investigations; serving as the hearings officer on behalf of the President or Vice President in the adjudication of academic grievances; assisting in the preparation of cases for mediation and arbitration; and responding to issues and complaints regarding tenure and promotion and faculty classification. Work entails advising senior-level executives and administrators on matters relating to academic human resources and union contract interpretation, application and enforcement; planning, developing, directing and coordinating management's strategies for negotiations; coordinating the review and evaluation of proposed changes to existing union contracts as submitted by management personnel; determining the merits of each proposal and rejecting other proposals as appropriate; coordinating the gathering of data necessary for negotiations; analyzing data and proposals for cost impact; and chairing and directing management committees and caucuses, etc.

Work involves extensive collaboration and considerable contact with University executives, union officials, State officials, legislators and Board of Regents members. Work requires considerable knowledge of collective bargaining strategies, applicable federal and state laws, strong communication and interpersonal skills, and ability to establish and maintain effective working relationships. Work is performed with wide latitude for independent judgment and discretionary action, and reviewed by the Vice President for Academic Planning and Policy for results achieved.

The establishment of the class Director of Academic Personnel Administration is approved.

_David McClain_____
President

_____09/09/08_____
Date