

**ACADEMIC HUMAN RESOURCES**

	1996-97		1997-98		1998-99	
	FTE	Budget	FTE	Budget	FTE	Budget
<b><u>Category of Expense:</u></b>						
<b>Staff</b>	6.90	281,976	6.90	293,195	6.64	299,131
<b>General Assistance</b>		2,142		2,142		2,142
<b>Nonsalary/Other</b>		3,124		3,124		3,060
<b><i>TOTAL by Fund</i></b>	<b>6.90</b>	<b>\$287,242</b>	<b>6.90</b>	<b>\$298,461</b>	<b>6.64</b>	<b>\$304,333</b>
<b><u>Sources of Funds:</u></b>						
<b>General Funds</b>	6.90	286,742	6.90	297,961	6.64	303,833
<b>UOF/OTT</b>		500		500		500
<b><i>TOTAL by Fund</i></b>	<b>6.90</b>	<b>\$287,242</b>	<b>6.90</b>	<b>\$298,461</b>	<b>6.64</b>	<b>\$304,333</b>

**DESCRIPTION**

The Academic Human Resources Office provides assistance and advice for all matters related to academic personnel. Functions include: development, implementation, and interpretation of academic personnel policies and procedures; monitoring of academic requirements; negotiation of labor contracts and academic development of collective bargaining proposals; research for disciplinary or legal problems; coordinate academic and administrative review of personnel actions; management reporting; and training/development of faculty and staff.

**ACTIVITY DATA**

Ladder rank personnel reviews - 135  
 Ad hoc review committees - 58  
 Ladder Rank recruitments - 21  
 Temporary recruitments - 64  
 Waivers of recruitments - 149

**GOALS**

**Simplify Human Resource Process**

- Streamlined additional compensation process.

**Develop and implement a Human Resource Information System**

- Assessed Division data/AHR needs and developed automated solutions.

**Increase Customer Satisfaction**

- Developed AHR web page and converted AHR manual from gopher.
- Developed Spousal Employment Program with Career Action Center.
- Development of Faculty Orientation Series and Department Chair Program.

**Provide continuing opportunities for training and education**

- Developed Academic Senate Committee on Academic Personnel Orientation.

**Improve Communication and Interaction with Campus**

- Developed or revised policies and procedures.
- Develop overlapping steps and off-scale salaries tools.
- Participated in HR Hot Spots Group and Chancellor/EVC Office Productivity.
- Maintenance Services: faculty review; ad hoc committees; consulting; compensation; PPS training; recruitment & faculty workshop.