



# New Academic Leadership Seminar: AVSL, NONR, LOA, MYC, Oh my!

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Your unit/college HR contact(s)

## HR Overview: Policy, Search, Appointments

### Policy:

- Federal Law
  - FLSA
  - Background Checks
  - ADA: Americans with Disabilities Act (OAE)
    - Accommodations – students & staff
  - Compliance - Annual Mandatory training
    - Sexual Misconduct Training (Title IX)
    - Mandatory Ethics training
- State Law
  - New: Paid Leave for All Workers Act
  - Expansion: Bereavement Leave
- System Policy ( <https://www.hr.uillinois.edu/policy> )
  - New: Talent Attraction Policies
  - Campus supporting guidelines and process
- Provost Communications ( <https://provost.illinois.edu/policies/provosts-communications/> )
- CAM: Campus Administrative Manual ( <https://cam.illinois.edu/> )
  - Committee Reviews, public comment periods
  - New: Sponsorship for Work Authorization

### Search Process:

- OAE: Office for Access and Equity (more info in session 12/13)
- CSOD: Cornerstone on Demand (Applicant Tracking System, jobs.illinois.edu)
- JDX: JDXpert (Job Descriptions)
- HRF: Hiring Request Form

### Appointments: Could be faculty, graduate or 0%

- HRFE: Human Resources Front End (HR Information system)
- CFOP: Chart, Fund, Organization, Account, Program (more info in session 1/24/24)
- SIE: Service In Excess
- CS: Civil Service
  - E-class: Employee Classification

- SUCSS: Statue Universities Civil Service System – governing body over CS classifications
- FTE: Full-time Equivalency

## **ISSS: International Student and Scholar Services (visa applications)**

- When closing a search and sponsorship is required, very important to notify unit HR so they can initiate the application with ISSS.

## **Labor and Employee Relations Overview**

### **AVSL**

Employees earn vacation and sick leave benefits based on their employee group.

[CAM: Annual Vacation/Sick Leave Reporting](#)

[CAM: Sick Leave for Academic Staff Members](#)

[Policy & Rules for Civil Service Staff: Policy 7: Vacation and Personal Leave](#)

[Policy & Rules for Civil Service Staff: Policy 10: Sick Leave](#)

[Positive Time Reporting](#)

### **LOA**

Employees may request and may be eligible to take short-term and long-term leaves of absence for a variety of reasons.

[Provost Communication 20: Leave of Absence Without Pay](#)

[Campus Administrative Manual](#)

[Policy & Rules for Civil Service Staff: Policy 11: Approved and Unapproved Absences](#)

[Policy & Rules for Civil Service Staff: Special Leave](#)

[SURS Disability Leave](#)

[Shared Benefits](#)

### **NONR**

Academic Professional Performance Management

[Communication #11: Guidelines and Procedures for Notice of Nonreappointment for](#)

[Academic Professional Employees and Other Members of the Academic Staff](#)

[Council of Academic Professionals \(CAP\)](#)

Civil Service Performance Management

[Performance Partnership Program \(PPP\)](#)

### **CBA**

The University of Illinois at Urbana Champaign currently has 22 collective bargaining agreements representing various groups of employees.

[Collective Bargaining Agreements](#)

## Faculty Focused

### **BOT**

Certain appointments require prior Board of Trustees approval before the appointment can begin, including tenure system appointments. Shared governance. NOA, Notification of Appointment, issued by BOT.

<https://provost.illinois.edu/policies/provosts-communications/communication-3-appointments-of-faculty-specialized-faculty-and-academic-professionals/>

<https://www.bot.uillinois.edu/>

<https://www.hr.uillinois.edu/cms/One.aspx?portalId=4292&pageId=771463>

### **DCAC**

Dual Career Academic Couples Program

<https://provost.illinois.edu/policies/provosts-communications/communication-8-dual-career-academic-couples-program/>

### **Tenure Rollback**

Tenure rollbacks: childbirth, illness, unusual circumstance. NOA edited.

<https://provost.illinois.edu/policies/provosts-communications/communication-16-policy-on-interruptions-of-the-probationary-period-tenure-code-rollbacks/>

### **P&T**

Promotion and Tenure, Provost Communication 9

NONR, Provost Communication 10, dossier redaction if appeal.

<https://provost.illinois.edu/policies/provosts-communications/communication-9-promotion-and-tenure/>

<https://provost.illinois.edu/policies/provosts-communications/communication-10-guidelines-and-procedures-for-notice-of-nonreappointment-for-nontenured-faculty-members-and-for-denials-of-promotion-not-linked-to-tenure-decisions/>

<https://cam.illinois.edu/policies/hr-59/>

### **MYC**

Multi-year contracts, some required via NTFC, college HR contact through Provost Office.

<https://provost.illinois.edu/policies/provosts-communications/communication-17-program-for-multi-year-contracts-for-eligible-academic-staff/>

### **Sabbaticals**

Eligible varying years/salary, early fall opens for the next year's applications, post-report audit.

<https://provost.illinois.edu/policies/provosts-communications/communication-19-sabbatical-leaves-of-absence/>

[https://www.vpaa.uillinois.edu/resources/sabbatical\\_application\\_and\\_guidelines](https://www.vpaa.uillinois.edu/resources/sabbatical_application_and_guidelines)

### **OFFICE OF THE PROVOST**

## **Modified Teaching**

Campus policy for modified teaching, offer parental/FMLA/rollback, also.  
<https://provost.illinois.edu/faculty-affairs/work-life-balance/>

## **Course Buyouts, Teaching Releases**