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](https://www.hr.uillinois.edu/policy))
  - New: Talent Attraction Policies
  - Campus supporting guidelines and process
- Provost Communications ([https://provost.illinois.edu/policies/provosts-communications/](https://provost.illinois.edu/policies/provosts-communications/))
- CAM: Campus Administrative Manual ([https://cam.illinois.edu/](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
o 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.

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**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://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
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