Administrative Committee Structure 06-07

**Advisory UC System/Community Focus**

- Chancellor's Cabinet: Align campus and system-wide agendas
- Promote campus growth and community building
- Define and promote campus priorities

**Executive Advisory Council (EAC)**

- Review campus agenda
- Finance activity toward agencies
- Promote campus growth and community building
- Set expectations
- Define and promote campus priorities

### Formal Advisory Committees

- **Curriculum**
- **Financial**
- **Technology**
- **Safety**
- **Student**

### Staff & Faculty Resources

- **Training & Development**: http://hr.ucsc.edu/levels/training-development/overview/index.php
- **New Employee Orientation**: http://hr.ucsc.edu/levels/training-development/overview/new-employee-orientation/index.php
- **UCSC Wellness Center**: http://www2.ucsc.edu/health/index.php
- **Parking**: http://www2.ucsc.edu/levels/parking/index.php

### Key Human Resources Dates

- **STAFF**
  - For updates: http://hr.ucsc.edu
  - **Special Projects**
    - Cerrado HR Reports for Divisions and Service-Teams
    - Oct
  - **Separation Process Available & Options for Filing a Vacancy Available Online**
    - Nov
  - **HR/Career Center Integrated Processes**
    - Nov
  - **Phase II Staff Allocations**
    - Nov
  - **Classification Function Moves to Compensation Unit**
    - Dec
  - **Leave of Absence Process Available Online**
    - Dec
  - **Staff Affirmative Action Plans**
    - EOD/UC calls for Divisional AA Plans
    - Jan
  - **Performance Appraisals**
    - Call for 06-07 Staff Performance Appraisals
    - May
  - **Complete Annual Staff Performance Appraisals**
    - Late Summer

### Student

- For updates: http://www2.ucsc.edu/careers/staff
- **Work Study Orientation**
  - Sep
- **Career Symposium; Graduate and Professional School Fair**
  - Oct
- **Government, Social Services and Non-Professional Career Symposium**
  - Oct
- **Chancellors Undergraduate Internship Program (CUIP)**
  - Proposals from Campus Units Due
  - Nov
  - **Student Online Application Due**
  - Feb

### STAFF & FACULTY

- **For updates**: http://www2.ucsc.edu/hr/academic_policies_and_procedures/CALL/index.htm
- **Academic Affirmative Action**
  - Fall
- **Performance Appraisals & Merit Deadlines**
  - Candidates: Summer-Fall
  - Departments: Fall
  - Divisions: Winter
  - AHR: Spring

### FACULTY

- **For updates**: http://www2.ucsc.edu/hr/academic_policies_and_procedures/CALLY/index.htm
- **Academic Advancement**
  - Fall
- **Final Formal Offer Date - Candidates from Other UC Campuses**
  - Apr 2
- **Final Formal Offer Date - Candidates from Other CA Institutions**
  - Apr 27

*Specific local conditions may exist. See AHR Call Calendar for details.*
# Administrative Operations Calendar 2006-07

**University of California, Santa Cruz**

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## Key Dates & Events

### Fall
- **September**
  - Qtr Ends, 9/7
  - Holiday, 9/7
  - Staff Brown Bag, 10/2
- **October**
  - Academic Senate Mtg, 10/2
  - UC Regents Mtg, 10/19
- **November**
  - Qtr Ends, 11/27
  - Academic Senate Mtg, 11/27
- **December**
  - Holiday, 12/1

### Winter
- **January**
  - Martin Luther King Jr Memorial Convocation/ROB
  - Holiday, 1/21
  - Classes Begin, 2/1
- **February**
  - Academic Senate Mtg, 2/9
  - UC Regents Mtg, 2/14-15
- **March**
  - Holiday, 3/15
  - Academic Senate Mtg, 3/19-22
  - UC Regents Mtg, 3/19-22

### Spring
- **April**
  - Staff Brown Bag, 4/30
  - Qtr Begins, 4/2
  - Holiday, 4/15
- **May**
  - Academic Senate Mtg, 5/10
  - Student Elections & Referenda, TBD
  - Holiday, 5/28
- **June**
  - UC Regents Mtg, 6/21-22
  - Commencements, 6/28

### Summer
- **July**
  - Holiday, 7/4
  - Governance's Budget (mid Jan)
  - Governor's Budget

### Administrative Operations Calendar 2006-07

## Budget & Planning

### EVC/Planning & Budget:
- Principal Officers notified of salary block allocation for 06-07

### UCOP/State:
- Reports Budget for current operations and capital improvements
- Governor’s Budget
- Budget negotiations with best of Finance

### Academic:
- Faculty Recruitment
- Academic Senate summer review

### Div/Depts:
- Mid-Year Staffing List Balancing
- Course Material Fee proposals submitted

### Purchasing:
- Direct Outreach to New and Returning Faculty
- Supplier Catalogs enabled in Crucby
- Cruzy Enhance Training Plan

### Human Resources

### Academic:
- Candidate’s prepare material for Performance Appraisals & Merits
- Departments review materials for Performance Appraisals & Merits
- Divisions review materials for Performance Appraisals & Merits

### Staff:
- Certified HR Officers for Divisions and Service Teams
- SH&E/Career Center
- Integrated Processes
- Staff, Transfer
- Classification Function to Compensation Unit
- Leave of Absence Process Available Online

### Student:
- Work Study Orientation
- Career Student: Graduate & Professional School Fid
- Student: Graduate & Professional School Fid

### Information Technology

### New Services & Projects:
- Divisional TSSA & Support Desk Roll-out to Faculty and Students
- Identity Management System (IDM) & Access System (Crusby)
- Server Hosting Service – Phase 1 Begins

### Existing System Improvements:
- Academic Information Systems (AIS), Graduate Application Review Program (GARP) & e-Procurement 1 (Crusby)
  - Academic Information Systems (AIS): e-Procurement 1 (Crusby)

### Facilities

### Move-In Activities:
- Humanities and Social Sciences Building
- Ranchview Terrace

### New Project Breaks Ground:
- Ranchview Terrace
- Summer Session/Conference Activities