

1 **ACADEMIC PROFESSIONAL ADVISORY COMMITTEE UNIVERSITY OF ILLINOIS AT CHICAGO**

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3 **Standing Rules**

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5 Preamble

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7 The purpose of the Standing Rules is to provide guidance regarding procedures, expectations, and day-by-day operation of
8 APAC. Standing Rules are informal, yet detailed guidelines that describe procedures that are not covered in the Bylaws, but are a
9 general policy or way of operating. These guidelines are meant to be flexible and reflect the current operating procedures of
10 APAC; therefore they may be adopted, modified, added to, or deleted without previous notice by a majority vote of APAC.

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12 **PART I: Subcommittees**

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14 RULE 101: General Responsibilities

- 15 A. Any academic professional employed by UIC may join a subcommittee (excepting the Executive, Bylaws, and Grievance
16 Subcommittees) upon consent of the Chair of that subcommittee and APAC approval
17 B. The chair of any subcommittee may limit the size of his or her committee
18 C. Each subcommittee will:
19 1. Present monthly reports of activities to APAC
20 2. Prepare an annual written report of activities and submit it to the chair of APAC
21 3. Forward a copy of all appropriate documents to the Secretary for inclusion in the APAC archives

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23 RULE 102: *Executive Subcommittee*

- 24 A. The subcommittee will meet as needed to identify and discuss critical issues, to plan activities, and to report its activities to the
25 full committee
26 B. Membership will include APAC officers; for continuity, the past chair of APAC may be invited to participate on the Executive
27 Subcommittee
28 C. The Chair will chair the subcommittee
29 D. The subcommittee will review and approve the annual APAC report. Preparation of the report may be delegated to the APAC
30 graduate assistant or another subcommittee
31 E. Moderate PACADEMY and other campus-wide, AP-specific communications and collect periodic updates to the e-mail list
32 for the full AP constituency from Campus HR.

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34 RULE 103: *Building Community/ Education Subcommittee*

- 35 A. The Building Community/Education Subcommittee will meet regularly to coordinate activities for educating the APAC
36 constituency and providing opportunities for social networking
37 B. Membership will include a chair elected from APAC and additional APAC and non-APAC APs
38 C. The subcommittee will:
39 1. Prepare and forward recommendations to appropriate University and/or campus offices as approved by APAC
40 2. Coordinate APAC events, i.e. room reservations, catering orders, etc., with the exception of the CAPE Award event
41 3. Disseminate publicity for each event including working with the Webmaster
42 4. Be responsible for requests for co-sponsorships

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44 RULE 104: *Communication Subcommittee*

- 45 A. The subcommittee will meet as needed to coordinate activities for effectively communicating with and about the
46 APAC community
47 B. Membership will include a chair elected from APAC, the webmaster, and the
48 C. The subcommittee will:
49 1. Prepare and forward recommendations to appropriate University and/or campus offices as approved by
50 APAC
51 2. Prepare articles for and disseminate the *APAC News*
52 3. With the Webmaster, maintain the APAC website
53 D. Webmaster
54 1. Maintain the APAC website
55 2. Work with Secretary to update the minutes and the archives
56 3. Work with Vice Chair for annual elections
57 4. Work with Building Community/Education Subcommittee chair in advertising current events
58 5. Work with CAPE Chair on the CAPE Award documents

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60 RULE 105: *CAPE*

- 61 A. The subcommittee, formally called the CAPE Selection Committee, will meet as needed to effectively coordinate
62 activities for the selection of CAPE awardees and the CAPE reception

B. Membership will include a chair elected from APAC and membership selected by the chair including recommendations from APAC

C. The subcommittee will:

1. Affect the selection of the CAPE award; prepare and forward recommendations to the Chancellor
2. Coordinate the presentation of the CAPE Awards in collaboration with the Chancellor
3. Work with the Webmaster to verify all appropriate documents and award information is on the website

RULE 107: *Professional Development*

A. The Professional Development Subcommittee will meet regularly to coordinate learning and skill-building events for the APAC constituency that promote personal and career development

B. Membership will include a chair elected from APAC and additional APAC and non-APAC APs

C. The subcommittee will:

1. Prepare and forward recommendations to appropriate University and/or campus offices as approved by APAC
2. Coordinate relevant APAC events, i.e. speaker commitments, room reservations, catering orders, etc.
3. Disseminate publicity for each event including working with the Webmaster
4. Be responsible for requests for co-sponsorships

RULE 108: *Bylaws*

A. The Bylaws Subcommittee will meet as needed, annually at a minimum, to review the Bylaws and Standing Rules for currency and effectiveness and propose updates and revisions

B. Membership will include a chair elected from APAC and additional APAC representative(s)

C. The subcommittee will:

1. Prepare and forward revised documentation to appropriate University and/or campus offices once approved by APAC

RULE 109: *Grievance*

A. The Grievance Subcommittee will convene upon receipt of a referral of an AP complaint from a department/unit head through the UIC's informal academic grievance process (HR Policy #1101, 09/01/13)

B. Membership will include a chair elected from APAC and additional APAC representatives

C. The subcommittee will:

1. Consider whether the employee complaint has merit and falls under APAC's purview
2. Conflicted subcommittee members shall recuse themselves from the process
3. Consult with the appropriate University authorities and research the matter in the course of the review
4. Report its findings and recommendations to the APAC Executive Subcommittee for approval
5. Transmit its final report to the grievant and Chancellor

RULE 110: *Representation*

A. The Representation Subcommittee will meet regularly to identify and propose workable solutions to campus policies and/or procedures that are perceived to be disadvantageous or inequitable to AP employees

B. Membership will include a chair elected from APAC and additional APAC and non-APAC APs

C. The subcommittee will:

1. Prepare and forward recommendations to appropriate University and/or campus offices as approved by APAC

RULE 106: *Ad hoc* Subcommittees

A. *Ad hoc* subcommittees may be formed as needed to serve for a specific purpose or period of time

PART II: Officers

RULE 201: Chair

The Chair will:

A. Plan and conduct APAC meetings, represent APAC on campus committees, attend other campus University meetings when invited, communicate advice on matters of importance to academic professionals as directed by APAC, and delegate responsibilities to the Vice Chair or other APAC members as needed

B. Oversee an annual review of the Bylaws and the Standing Rules which govern APAC

C. With the Executive Subcommittee, review the annual report before its release to the Chancellor, the President, and the academic professional staff

D. Chair the Executive Subcommittee

E. Serve as a voting member on the University Professional Personnel Advisory Committee (UPPAC) and UIC's liaison with the Professional Advisory Committees (PACs) on the other University of Illinois campuses

RULE 202: Vice Chair

The Vice Chair will:

A. Conduct the annual APAC and Academic Professional Senate representative elections

- B. Oversee liaison activities with other campus committees and organizations
- C. In the absence of the Chair, conduct APAC meeting and attend committee meetings

RULE 203: Secretary

The Secretary will:

- A. Be responsible for the final draft of the minutes of all APAC meetings
- B. Work with the Chair in finalizing agendas for distribution to APAC members in advance of each meeting
- C. Maintain the current APAC roster and attendance records
- D. Work with the Webmaster to maintain the APAC archives
- E. Organize the preparation of the annual written report for submission to the Executive Subcommittee
- F. Supervise Graduate Assistant and delegate routine tasks as appropriate

RULE 204: Treasurer

The Treasurer will:

- A. Be responsible for and maintain the financial records of the APAC, including actual and projected expenses
- B. Work with the Business Affairs Director in the Office of the Chancellor's in all APAC requests for funding
- C. Be responsible for providing a current financial report at all APAC meetings

PART III: APAC Representatives

RULE 301: Duties

- A. Representatives should seek and communicate constituent opinions regarding matters of interest and concern to academic professionals
- B. Representatives must serve on at least one standing or *ad hoc* subcommittee
- C. Representatives are expected to attend APAC meetings and special functions and will notify APAC if unable to attend
- D. A representative shall generally be considered in good standing if they satisfy the above duties and meet the attendance requirements as detailed in the Bylaws. Exceptions to these standards may be made at the discretion of the Chair in consultation with the Executive Committee.

RULE 302: UPPAC Representatives

- A. APAC has four representatives on the University Professional Personnel Advisory Committee (UPPAC), three voting and one alternate
- B. One voting representative shall be the APAC Chair; the other three representatives (two voting and one alternate) shall be elected from the APAC membership at the May meeting
- C. Representatives shall present regular reports to APAC
- D. UPPAC terms adhere to the University's academic calendar year.

Approval History

Last Approved by APAC on August 13, 2014