



EQUITY ☆ OPPORTUNITY ☆ EXCELLENCE

# AAP Advocate

Association of Academic Professionals  
University of Illinois at Urbana-Champaign  
Affiliate, Illinois Education Association (IEA/NEA)  
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## Have You (Ever) Had Your Annual Performance Review?

Interim provost Jesse Delia recently sent a message to deans, directors, and department heads drawing attention to the campus policy requiring that each academic professional receive a written evaluation at least once a year. Members of the Council of Academic Professionals (CAP) had brought to his attention that a number of departments may not be complying with campus policy. The Office of Academic Human Resources will begin randomly auditing departments to assure compliance.

Shortly after this directive, Peg Rawles, the new associate provost and director of Academic Human Resources, sent a message about performance evaluations, referencing the need for remediation plans when problems are identified in the evaluation. She announced the availability of training sessions for supervisors ([www.ahr.uiuc.edu/PET/Home.htm](http://www.ahr.uiuc.edu/PET/Home.htm)) and pointed to the University Web site, which outlines the policy on reviews (<http://www.provost.uiuc.edu/provost/Communications/comm22/comm22.htm>; <http://www.fs.uiuc.edu/CAM/CAM/ix/ix-d/ix-d-20.html>).

Current policy requires supervisors to perform a formal performance evaluation each year. The evaluation should involve a review of the employee's job description, the employee's goals for the coming year, and an identification of resources and support the supervisor will need to provide. If the evaluation identifies problems, then a plan for remediation should be suggested. If an employee is to be terminated for performance reasons, then policy requires the supervisor to support the termination with evidence of declining performance reviews over two years, and it is suggested that the employee be given a letter of remediation before the termination notice to clearly state what the employee can do to avoid termination.

Many APs do not receive annual performance evaluations. The letter many of us get that tells us how much our raise will be is not a performance evaluation, even if it says you are doing a good job. According to University policy, you and your supervisor are supposed to sit down and discuss items related to job performance. A written report is produced that you sign to indicate that you have read it. It goes into your personnel file. You may write a rebuttal, which also goes into your file.

**News Flash!** AAP filed for an election for visiting APs. Congratulations to everyone who worked so hard on this campaign. We hope the University will cooperatively reach an agreement for an election, although it could choose to stall and require hearings. We shall see...

*Continued on page 3*

**The Association of Academic Professionals** is a group of academic professional employees at the University of Illinois at Urbana-Champaign that is attempting to organize for the purpose of collective bargaining. The AAP is affiliated with the Illinois Education Association and the National Education Association. We are part of a national movement of academic professionals who seek collective bargaining rights.

In order to maintain and improve on the benefits of working at this great university, we believe that we need to organize so that our voice commands attention when administrators make decisions that affect our jobs.

**The AAP seeks to ensure certain rights such as:**

- ☆ clear paths for career development and advancement
- ☆ third-party resolution of disputes with supervisors
- ☆ fair, timely, and consistent evaluation procedures
- ☆ safeguards against arbitrary dismissal
- ☆ rewards for good job performance
- ☆ compensation for mandatory overtime
- ☆ paid and unpaid leaves
- ☆ *a meaningful voice in decisions that affect our employment*

#### **AAP Advocate—UIUC Association of Academic Professionals**

##### **AAP Officers:**

Chairperson: **Jenny Barrett**, *Psychology*  
 Vice Chairperson: **César Romero**, *ACES/ITCS*  
 Secretary: **Rose Morefield**, *Krannert Center*  
 Treasurer/Finance Committee Chair:  
**Roni Kann**, *La Casa Cultural Latina*  
 Membership Committee Chair:  
**David Schug**, *Int'l Programs & Studies*  
 IEA Region Council Representatives:  
**Jenny Barrett**; **Chris Migotsky**, *Center for Teaching Excellence*; **Sam Smith**, *Uni Laboratory HS*; **Eric Keeley**, *Center for Teaching Excellence (Alternate)*

##### **Executive Committee Members:**

**Geoff Bant**, *retired*  
**Cheryl Berger**, *Psychology*  
**Chris Beuoy**, *Veterinary Medicine*  
**Charlie Clark**, *Extension*  
**Katherine Johnson**, *Rehabil.-Educ. Svcs*  
**Lydia Khuri**, *Housing/Residential Life*  
**Daniel Lewart**, *Veterinary Medicine*  
**Nancy Mickenbecker**, *Extension*  
**Robin Orr**, *Extension*  
**Maeve Reilly**, *WILL*  
**Bobbi Trist**, *Integrative Biology*

**IEA Staff: Gene Vanderport, Steve Vaughan, and David Vitoff**

## The Perils of Part Time

*By Maeve Reilly*

Say your office is suffering under budgetary constraints. You've just had a child, or are overwhelmed with personal responsibilities, or after 20 years at your job you are ready for a change and think that going part-time might be beneficial to both you and your employer. So you talk to your supervisor, and she speaks to her supervisor. And you go from a 100 percent schedule to a 50 or 75 percent time schedule.

You're happy—at least, at first. Then you realize that you are still doing your full-time job in less time ... and a couple of additional responsibilities have been added in.

When you get your first decreased paycheck, you notice the increase you are paying to keep your medical insurance. Your spouse also works for the University, and you consider being added to his or her policy ... but a new statute forbids that. So you keep going.

Work continues and you're not exactly happy with your decreased salary and increased insurance premiums, and you stress out when all your projects are due, but you console yourself with the thought that at least you can get home early and all those household projects you've wanted to work on for years are just about complete.

But then the office suffers some more financial setbacks. The rumor is that people are going to be laid off. For various reasons, you fear your head might be on the chopping block. "But at least I'll have a year," you think.

You meet with your supervisor and receive a formal letter from the Board of Trustees and are told you're done—clean out your desk and go home.

Sounds harsh, but it's the truth for part-timers, even those who have many years as full-time employees. University Statutes and Provost's Communication 11 provides long-term, full-time employees with up to a year's notice prior to the date of termination. Part-time employees, even those who have worked a total of 10 years or more, can be dismissed with no notice.

What can you, as a part-time employee, do? One option may be to negotiate a non-reappointment period when you decide to become part time.

Another option? Join the AAP and work with them to negotiate such an agreement for all part-time employees and to look at other work issues for part-timers. Why can't part-timers pay a pro-rated parking rate? Are health care costs for part-timers going up at a greater rate than those of full-time employees? ■

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## Happy “Reduced Service” Days!

On November 20, Interim Chancellor Richard Herman sent a MASSMAIL to all faculty, academic professionals, and staff stating that “Tuesday, December 28, and Wednesday, December 29, will be designated as reduced services days... The University will not be officially closed and essential services will be provided. However, offices will not be open for business and there will be no academic or student events.”

The intent of this announcement is to make it easier for APs who want to use vacation days over the winter holiday break to do so. In prior years, AAP has heard from APs who had problems taking vacation during the holidays because of their workload or because they provide essential services. An AP’s duties are defined as “whatever it takes,” and at times he/she is expected to come to work even on holidays. Some APs are even treated as “on call” employees.

Unfortunately, the announcement left some units confused about the criteria for allowing APs to take days off. While many of us provide academic and student services, those are not our only responsibilities. What are considered essential services? According to the Academic Staff Handbook, vacation is arranged to accommodate the staff member but must be in the best interests of the unit (Appendix III, Summary of Benefits by Appointment Category).

Some units will be keeping offices open, while others will allow APs to work from home those days. Supervisors have had the extra burden of recording which employees do not want to take vacation days, as opposed

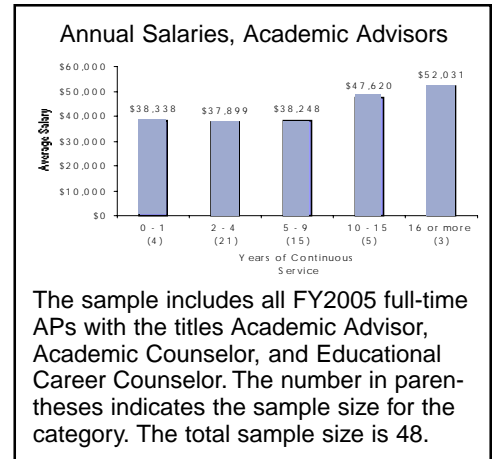
**A union contract would spell out clearly policy matters like this.**

to the normal procedure of having the employee request days off. A number of units are requiring APs to submit a written statement of what they will be working on during those two days.

Some APs were pleased that they could use vacation leave for those

days; others were concerned that they would be forced to use their vacation days. AAP hasn’t heard of any AP who was pressured into using vacation days to take off the December 28 and 29. If this happened to you, please contact AAP at [aap@shout.net](mailto:aap@shout.net).

According to Academic Human Resources, APs cannot be forced to take vacation days. However, that policy does not appear to be documented in the *Academic Staff Handbook* or University of Illinois General Rules. This is an example of the difficulty both APs and supervisors encounter in determining what policies and procedures dictate the terms of employment for APs. With a union contract, policy matters like this one would be spelled out clearly, accessible in one location, and legally binding. ■



### Evaluations, continued from page 1

This policy, however, is not enforceable by law. If a supervisor does not follow the policy, there is no legal consequence. The employee terminated cannot appeal the termination as a matter of policy, except to CAP which is only advisory to the chancellor. If you are terminated, you still have no recourse or legal grounds on which to seek reversal of your termination, whether you have had perfect performance reviews or have never received performance reviews.

However, if this policy becomes part of a negotiated contract, then you will be protected from termination for cause if your supervisor does not perform evaluations or if your performance is not in decline. The process of evaluation would be specified, as would the method by which you could register your disagreement with the evaluation.

It is to your advantage to have an annual review. Done in a caring way, the annual review benefits you, your supervisor, and the unit. Reviews document superior performance, which makes it more difficult to accuse you of failure to do your job. If the review is negative, it gives you an early warning that your supervisor may be looking to move you out. Once APs gain a contract that requires annual performance reviews, if your supervisor does not conduct a review, you cannot be terminated on the basis of undocumented performance problems. ■

### From the “Information You Hope You Don’t Need” File:

If you were employed during the payday change (September 2003) and if you get a terminal contract in the future, ask your supervisor about working the five extra days you lost when the pay date shifted from the 21st to the 16th.



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**Salary charts are back!  
Academic advisors have a  
flat salary line. Page 3.**

## Ask AAP

*Did budget cuts cut the number of employees?*

**Q** ■ Do you know what the net impact of the recent budget cuts has been on the number of academic professionals or other employee groups on campus?

**A** ■ Carol Livingstone, associate provost and director of the Division of Management Information, recently sent a message to deans, directors, and department heads announcing the newest version of the Campus Profile: <http://www.dmi.uiuc.edu/cp/>.

The campus profile is a statistical survey of the campus and is used to identify trends and quantify changes in staffing, space, budgets, etc. Strangely, a look at the numbers for FTEs on State Funds, Total Staffing, Faculty, Academic Professionals, and Civil Service revealed no dramatic declines in staffing. Where is the devastation caused by the recent budget shortages?

The University president had told the campus and the State that the budget cuts would result in over 600 layoffs on this campus alone. Although we know of many APs who were terminated for budget reasons, somehow they don't show up in the campus profile.

Could it be that others were hired, at lower salaries, to replace them? Let us know what you make of the numbers. Send your opinions to [aap@shout.net](mailto:aap@shout.net). ■

*This month's answer provided by Geoff Bant.  
Send your questions to [aap@shout.net](mailto:aap@shout.net).*