



**News**

**The Academic Professional Advisory Committee Newsletter  
University of Illinois at Chicago  
Volume 2, No. 1, January 2009**

**Academic Professional Complaint Resolution Procedure for Complaints of  
Discrimination Announced**

**Thomas H. Riley Jr.**, Director of Labor and Employee Relations, has announced a new Academic Professional complaint resolution procedure for complaints of discrimination.

“The University of Illinois at Chicago has updated policies and procedures for Academic Professional employees to resolve work-related disputes,” he said.

Since 1989 UIC has had one grievance procedure applicable to faculty, students and Academic Professionals (APs). Last year, UIC updated and separated a procedure applicable to faculty and students from one applicable to APs.

“The new policies are to simplify the process and reduce cycle time substantially,” Riley said. “On Nov. 18, 2008, we notified the Deans, Directors, and Department Heads and posted UIC HR Policy Number 1101 UIC Academic Professional Complaint Resolution Procedure (Not for Complaints of Discrimination).”

At the end of this paragraph is the link to the companion AP complaint resolution procedure UIC HR Policy Number 1104--UIC Academic Professional Complaint Resolution Procedure for Complaints of Discrimination prepared to comply with the Guidelines on Procedures for Discrimination Approved by the Board of Trustees, which was approved by the President:

[http://www.uic.edu/depts/hr/relations/PolicyDocs/HRPP%201100/1104\\_120508.pdf](http://www.uic.edu/depts/hr/relations/PolicyDocs/HRPP%201100/1104_120508.pdf).

If you have questions, please feel free to contact Riley or Associate Director of Labor and Employee Relations **Steve Holz** at (312) 355-3056.

**All Urged to Use Campus Calendar of Events**

With approximately 15,000 events scheduled at the University of Illinois at Chicago every year, it makes sense that the University have a Web-based master Campus Calendar of Events to list and access them all.

The University’s Web site, [www.uic.edu](http://www.uic.edu), now links to one location for all campus event information. The Campus Calendar of Events can be found by clicking on the University’s Website and then clicking on “More Events” on the homepage, which takes you to the calendar.

This easy-to-use-calendar allows users to quickly find information about campus events. “All students, faculty and staff are encouraged to use it,” said **Bill Bike**, APAC member and part of the task force that created the calendar.

Any student, faculty or staff member can add events of general interest to the calendar by logging in with their “Bluestem” login ID, which now is used for most University Web applications. Links to instructions are available on the calendar pages.

Students, faculty and staff are encouraged to put not only on-campus events on the calendar, but off-campus events related to UIC, such as a talk by a UIC professor at an outside venue.

While the calendar will not be used for listing standard undergraduate and graduate courses, nor for closed or routine meetings, there definitely are instances in which special courses and open meetings can be listed.

“If there is a meeting with a special speaker or that has entertainment that might be of broad interest, that could go on the calendar too,” Bike said.

“The Campus Calendar of Events is simply meant as a tool for people to learn and publicize what’s going on around campus,” he noted.

“If you are planning a campus event, be sure to add the information to the master calendar to assure that everyone will be able to find it,” Bike added. “Even if the event is far in the future, it’s never too early to put it on the calendar.”

When using the calendar, if you have a problem or a question, e-mail [www@uic.edu](mailto:www@uic.edu). Most users should find the calendar simple to work with.

The task force that created the calendar is part of the Alumni Relations Council. Technical support came from the Academic Computing and Communications Center (ACCC).

### **CAPE Subcommittee**

The Chancellor’s Academic Professional Excellence (CAPE) Award recognizes the demonstrated excellence of academic professional staff, encourages their professional development, and indicates the institution’s high regard for the contributions of this key segment of the academic community. This APAC subcommittee has the annual task of selecting recipients of this prestigious award. For more information, contact **Karen Ein**, Director for Business and Financial Operations, Library, at [kein@uic.edu](mailto:kein@uic.edu) or (312) 996-4241.

### **February APAC Meeting Set**

The February APAC meeting will be held in Room 4250 of the Molecular Biology Research Building at 900 S. Ashland Ave. on the West Campus on Thursday, Feb. 12 at 12:30 p.m. All Academic Professionals are invited to attend.

### **APAC Elections Coming**

The Academic Professional Advisory Committee (APAC) consists of up to 18 Academic Professionals elected campus-wide. Six APAC members and one member representing APs in the University Senate will be elected in the spring. Elections will begin at the end of February and be run by our vice-chair, **Kimberly Clark**. Visit our website frequently as we will post the latest information there.

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