

## HOW TO GET INVOLVED

### Meetings

APAC meets the second week of each month. Meeting locations alternate between the east and west campuses. Meetings are open to all academic professionals and attendance is encouraged. A complete list of meeting dates for the year can be accessed via the APAC Web page.

### Brown Bags

Throughout the academic year, APAC sponsors Brown Bag seminars on various topics of interest to academic professionals. Past topics have included retirement planning, mentoring, and changes in policy for sick leave and tuition waivers.

### Elections

Every spring an election is held for open seats on APAC and for one seat on the UIC Senate. (Academic professionals elect three AP senators who also serve on APAC as ex-officio members.) To be considered for an APAC or Senate position, candidates must submit a nominating petition with signatures from ten academic professionals along with a statement of interest. If there are more candidates than seats available, an election is held by ballot. Candidates with the most votes are elected to three-year terms. Applications may be downloaded from the APAC Web site.

### Open Houses

Twice a year, APAC organizes an open house to educate academic professionals about the organization and provide a forum for networking.

## APAC WEB PAGE

To learn more about APAC, visit the Web site at [www.apac.uic.edu](http://www.apac.uic.edu) The site contains information on APAC representatives, minutes of APAC meetings, Brown Bag seminars, CAPE Awards, the University Professional Personnel Advisory Committee (UPPAC), PACADEMY, APAC standing rules, and APAC bylaws.

## CONTACTS

UIC Human Resources  
(312) 413-4848

Access and Equity (A&E, Affirmative Action)  
(312) 996-8670

Benefits  
(312) 996-6471

Dispute Resolution Services  
(312) 413-8145

Payroll  
(312) 996-1917

Nessie  
<http://nessie.uihr.uillinois.edu>

State Universities Retirement System  
1 (800) ASK-SURS  
<http://surs.org>

APAC  
[www.apac.uic.edu](http://www.apac.uic.edu)

For a more comprehensive listing of services available to APs, visit [www.apac.uic.edu/resource5.html](http://www.apac.uic.edu/resource5.html).

For further questions, contact your departmental human resources representative.



**Academic Professional  
Advisory Committee**

**UIC** UNIVERSITY OF ILLINOIS  
AT CHICAGO

The Academic Professional Advisory Committee (APAC) of the University of Illinois at Chicago is an elected body whose function, as defined by University of Illinois statutes, is to provide for the orderly voicing of suggestions for the good of the university, afford added recourse for the consideration of grievances, and furnish a channel for direct and concerted communication between the academic professional (AP) staff and the administrative officers of the university, its colleges, schools, institutes, divisions, and other administrative units on matters of interest or concern to the academic professional staff or any member of it.

[www.apac.uic.edu](http://www.apac.uic.edu)

## MISSION STATEMENT

The UIC Academic Professional Advisory Committee (APAC) was established to address the interests of academic professionals (APs) on the UIC Campus. Our mission is to represent and serve APs by:

- Serving as liaisons between APs and the Office of the Chancellor and the offices of other administrators of the university
- Appointing representatives to university and campus committees
- Drafting and reviewing policies affecting APs
- Providing communication and professional education to APs
- Organizing the election of AP representatives to the UIC Senate
- Promoting recognition of APs including guiding the selection process for the Chancellor's Academic Professional Excellence (CAPE) Award.

## APAC STANDING SUBCOMMITTEES

### Building Community/Education

The Building Community/Education Subcommittee identifies opportunities and recommends programs and activities for academic professionals that build a spirit of community within the constituency and serve to strengthen connections among the constituents. The committee is in charge of the Open House and Brown Bag planning and publicity.

## Communication

The Communication Subcommittee coordinates activities for effective communication to the APAC constituency. These activities include maintaining the APAC Web site, sending welcome letters to new APs, preparing and disseminating newsletters, using the PACADEMY e-mail list to communicate with APs, and preparing articles for the *UIC News* publication.

## Employment Issues

The Employment Issues Subcommittee reviews the policies and procedures regarding the conditions of employment of academic professionals. These include insurance, retirement, vacation and sick leave, tuition waivers, and other topics related to employment. In carrying out this responsibility, the subcommittee develops liaison relationships with similar committees of the Staff Advisory Council and Chancellor's Committee on the Status of Women and coordinates communication for feedback on behalf of APs to the chancellor and other administrators.

## CAPE

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 subcommittee has the annual task of selecting recipients of this prestigious award.

## ELIGIBILITY FOR SERVICE ON A SUBCOMMITTEE

Academic professionals all are welcome to participate as volunteer subcommittee members, as participants in monthly meetings and events, or as elected APAC members.

## DEFINITION OF 'ACADEMIC PROFESSIONAL'

Academic professionals (APs) are those members of the academic staff whose positions have been designated by the president and chancellor as meeting specialized administrative professional or technical needs in accordance with Article I of University of Illinois statutes.

Academic professionals receive academic contracts issued by the Board of Trustees for term appointments. They are accorded the rights and privileges pertaining to other academic staff members, except those with faculty rank, such as those eligible for tenure.

## PACADEMY E-MAIL LIST

APAC has an e-mail list devoted to keeping academic professionals informed and providing an avenue for discussion of relevant issues. To subscribe to PACADEMY, send an e-mail to:

[listserv@listserv.uic.edu](mailto:listserv@listserv.uic.edu)

In the text of the message, type "subscribe PACADEMY [your name]." No subject line is necessary. You will receive confirmation that you have been added to the list.

## GRIEVANCES

To learn about UIC campus grievance procedures for Academic Professionals, log on to:

<http://www.uic.edu/depts/oaa/Docs/griev.pdf>