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**UIC ACADEMIC PROFESSIONAL ADVISORY COMMITTEE (APAC)
STANDING RULES**

PART I: Subcommittees

RULE 101: Executive Subcommittee

- A. The Executive Subcommittee will meet as needed to identify and discuss critical issues, to plan activities, and to report its activities to the full committee.
- B. Membership will include APAC officers as well as the chairperson of standing subcommittees.
- C. The Vice Chair will chair the Executive Subcommittee.

RULE 102: Employment Issues Subcommittee

- A. The Subcommittee will meet regularly to identify critical issues, consult with appropriate campus personnel, and bring recommendations to APAC.
- B. Employment information and issues will be communicated to the APAC constituency, primarily through newsletters and PACADEMY.
- C. The chair will:
 - 1. Present monthly reports of activities to APAC.
 - 2. Prepare and forward recommendations to appropriate University and/or campus offices as approved by APAC.
 - 3. Prepare an annual written report of activities.
 - 4. Forward a copy of all appropriate documents to the Secretary for inclusion in the APAC archives.

RULE 103: Education and Communication Subcommittee

- A. The Communication Subcommittee will meet regularly to coordinate activities for effectively communicating and educating the APAC constituency.
- B. The subcommittee will:
 - 1. Present monthly reports of activities to APAC.
 - 2. Prepare and forward recommendations to appropriate University and/or campus offices as approved by APAC.
 - 3. Prepare an annual written report of activities.
 - 4. Forward a copy of all appropriate documents to the Secretary for inclusion in the APAC archives.
 - 5. Prepare and disseminate newsletters.
 - 6. Use PACADEMY on A3C to disseminate information.

7. Maintain the APAC Web Page.
8. Prepare articles for the UIC News.

RULE 104: Grievance Subcommittee

- A. The Grievance Subcommittee will meet as needed to consider complaints/grievances presented to APAC.
- B. The chair will:
 1. Present monthly reports on status of requests for assistance while maintaining confidentiality, about identifying markers to APAC.
 2. Prepare and forward recommendations to appropriate University and/or campus offices as appropriate.
 3. Prepare an annual written report of activities.
 4. Forward a copy of all appropriate documents to the Secretary for inclusion in the APAC archives.
 5. Represent APAC at University meetings related to the grievance process.
 6. Assist academic professionals in matters of complaints/grievances as allowed by the UIC Academic Review Procedures and by the UIC Academic Professional Advisory Committee (APAC) Peer Review or Investigation of Complaints and Grievances.

RULE 105: Building Community

- A. The Subcommittee will meet regularly to coordinate activities for the social events of APAC.
- B. The subcommittee will:
 1. Present monthly reports of activities to APAC.
 2. Prepare and forward recommendations to appropriate University and/or campus offices as approved by APAC.
 3. Prepare an annual written report of activities.
 4. Forward a copy of all appropriate documents to the Secretary for inclusion in the APAC archives.
5. Prepare APAC receptions, i.e. room reservations, catering orders, etc.
6. Disseminate publicity for each social event.

RULE 106: CAPE

- A. The Subcommittee will meet as needed to effectively coordinate activities for the selection of CAPE awardees and the CAPE Reception.
- B. The subcommittee will:
 1. Present monthly reports of activities to APAC.

2. Prepare and forward recommendations to appropriate University and/or campus offices as approved by APAC.
3. Prepare an annual written report of activities.
4. Forward a copy of all appropriate documents to the Secretary for inclusion in the APAC archives.

PART II: OFFICERS

RULE 201: Chair

The Chair will:

- A. Plan and conduct APAC meetings, represent APAC on committees such as the University Professional Personnel Advisory Committee (UPPAC), attend other campus/University meetings when invited, and communicate advice on matters of importance to academic professionals as directed by APAC.
- B. Oversee an annual review of the Bylaws and the Standing Rules with govern APAC.
- C. Prepare and forward an annual report to the Chancellor, the President, and the academic professional staff.

RULE 202: Vice Chair

The Vice Chair will:

- A. Chair the Executive Subcommittee.
- B. Oversee liaison activities with other campus committees and organizations.
- C. Work with the Office of Academic Human Resources in the conduct of annual APAC elections.
- D. Prepare an annual written report.

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 minutes and agendas for mailing to APAC members well in advance of each meeting.
- C. Maintain the current APAC roster and will provide each member with a copy.
- D. Maintain APAC attendance records.
- E. Maintain two notebooks containing copies of APAC work throughout the year, one for the Chair and one for the APAC archives.
- F. Prepare an annual written report.

PART III: APAC Representatives

RULE 301: Duties

- A. Representatives should seek and communicate constituent opinion regarding matters of interest and concern to academic professionals.
- B. Representatives should serve on one standing or ad hoc subcommittee.
- C. Representatives are expected to attend APAC meetings and special functions and will call if unable to attend.

PART IV: Subcommittee Members

- A. Any academic professional in good standing with the University may join a subcommittee upon consent of the chair of that subcommittee and APAC approval.
- B. The chair of any subcommittee may limit the size of his/her committee.