


  
**CHANCELLOR'S OFFICE**  
University of Alaska Fairbanks

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October 15, 2020

TO: Jak Maier, President, Faculty Senate  
FROM: Daniel M. White, Chancellor   
RE: Transmittal of AY21 Expedited Administrative Management Review

Please see attached the UAF expedited administrative management review process. I appreciate your input and have incorporate your suggestions in this document.

I will be communicating with the vice chancellors and asking them to alert senior administrators so they may prepare the needed materials, according to the stated time frame.

Thank you for your assistance in developing this process.

DMW:jdp

/Attachment

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*Naturally Inspiring.*

## **UAF Expedited Administrative Management Structure Review Process**

The purpose of expedited administrative management review is to provide an opportunity for input to UAF's administrative management structure. The review, to include executives and senior administrators, will accompany the expedited academic review and provide an opportunity for a largely governance-driven review of UAF's leadership structure and executive positions. The purpose is not to review individual incumbent performance or compensation, as that is the role of each administrator's supervisor and human resources. Instead, the review committee will advise the Chancellor as to improvements that might be made to administrative management position/structure and to the extent possible, contribute to budget savings. Additionally, the committee should assess the extent to which each administrator works on issues that affect the entire statewide system, including the system office.

1. The Governance Coordinating Committee (GCC) shall appoint a review committee consisting of:
  1. ASUAF representative or designee nominated by ASUAF leadership (1)
  2. Staff Council representative or designee nominated by Staff Council leadership (2)
  3. Faculty Senate representative or designee nominated by Faculty Senate leadership (4)
  4. Administrators (not EX or FR) nominated by the Chancellor or designee as non-voting members (2)
2. GCC shall nominate a chair to serve as a non-voting member of the committee; the chair's role is to facilitate the process and to speak for the committee but does not serve as a voting member of the committee.
3. The facilitating staff (Governance Coordinator) shall coordinate the committee's reports, including posting for review and gathering feedback.
4. At the initial meeting of the review committee, members of the committee may agree to amend the process with the approval of the Chancellor and the GCC.
5. The review committee shall conduct expedited reviews of the attached list of administrative positions that are in a classification of EX and FR. The management under review shall provide reports to the committee containing the following information (expected length not to exceed 5 pages):
  1. Job description
  2. Primary short-term responsibilities or initiatives of the position
  3. Primarily long-term responsibilities or initiatives of the position
  4. Manner in which the position engages with peers across the UA system, including similar positions at the system office.

5. Nature of non-administrative responsibilities (for positions less than 100% administrative) including the average percentage of effort funded by unrestricted funds or other fund types.
  6. Number of employees in unit for which position has responsibility
  7. Significance of the position to UAF and the unit.
6. Recommendations to the Chancellor as a result of the review shall be:
1. Strongly affirm administrative management position
  2. Affirm administrative management position
  3. Recommend modifying position to increase efficiencies and/or enhance mission centrality
  4. Recommend reconsideration of position or restructure
7. The committee shall begin its work upon approval of the process by Chancellor White. The committee shall deliver a report to the Chancellor that includes a summary of its findings.

### **Review Timeline**

1. Draft process developed and submitted to Chancellor for review: October 9, 2020
2. Chancellor's decision on the process: October 14, 2020
3. Administrative Management notified: October 19, 2020
4. Administrative Management submit their reports: November 30, 2020
5. Review dates: December 1, 2020 - March 1, 2021
6. Recommendations to Chancellor: March 5, 2021
7. Open forum for feedback from university community and governance groups: March 15-26, 2021
8. Chancellor's decisions: March 29, 2021

### **Areas included in Expedited Administrative Management Review, 2020-2021**

All administrative positions classified (EX or FR) with 51% or more classified as senior administrator.

### **Committee Members**

- Committee chair
- Faculty Senate representatives (4)

**Staff Council representatives (2)**



**ASUAF representatives (1)**



**Administrators (2)**

