



P.O. Box 757500, Fairbanks, Alaska 99775-7500

Hello UAF Staff:

As a UAF staff member, you are represented by a governing body known as Staff Council. Staff Council units are defined by UAF departments or by pooling smaller similar or related departments, much like legislative districts. Each unit has an elected representative for every 50 staff members. As you may know, UAF staffing levels change and departments are reorganized, combined or otherwise changed. Staff Council must adjust unit structures periodically to keep up with those changes.

In the past, Staff Council has used your Time Keeping Location (TKL) as a tracking mechanism for department makeup. Unfortunately, the TKL is not the best system for following changes and has become a fairly outdated means of tracking which department a staff member actually works in or identifies with. Staff Council is proposing a change in tracking from TKL to something called the department code (d level). D levels are kept up to date as restructuring occurs and would make Staff Council tracking of unit composition more accurate and much easier to determine and keep updated.

As a result of this conversion process, some staff members might have a change in unit assignment. According to the Staff Council Bylaws, a 30 day public notice period is required for any changes to unit composition to allow staff time to provide any feedback on the proposed changes. Any public comments received will be shared with the full Staff Council before the proposed changes are voted on by the body at the April meeting. Please submit any comments or concerns by emailing [uaf-staff-council@alaska.edu](mailto:uaf-staff-council@alaska.edu) or by attending the Staff Council meeting on March 13 from 9:30a-12:00p. All changes, if approved will be effective January 1, 2019.

The proposed changes are:

- eLearning will move from Unit 2 (CRCD, CTC) to Unit 9 (Chancellor's Unit)
- KUAC, University Relations, University Marketing will move from Unit 7 (USA) to Unit 9 (Chancellor's Unit)
- BLaST will move from Unit 7 (USA) to Unit 10 (CNSM, Museum)
- SNRE Health, Home, & Family Development will move from Unit 9 (Chancellor's Unit) to Unit 3 (CEM, SNRE, SOM)
- SOE will move from Unit 9 (Chancellor's Unit) to Unit 10 (CNSM, Museum)

Thank you for all that you do to make UAF a great place for our students!

Sincerely,

Staff Council Membership & Rules Committee