

## University of the Pacific Staff Advisory Council - Statement of Recognition

Whereas the Board of Regents of University of the Pacific (Pacific) has affirmed the principle of shared governance, stating that "... participation by all constituencies will be conducted as examples of the highest levels of leadership, civility, integrity, decorum and respect"<sup>1</sup> and recognizes participation by staff as "an integral part of the day-to-day operations of the University" as well as "an important consultative voice in the governance of the University,"<sup>2</sup> this statement of recognition clarifies the purpose, scope, responsibilities and assurances of the Staff Advisory Council (SAC), the constitutive body representing the interests of Pacific's staff and facilitating their active participation in university affairs.

In addition, Pacific acknowledges and affirms the purpose, scope and responsibilities of the Dental Staff Advisory Council (DSAC) as outlined in its mission statement, "... to encourage and develop awareness of staff concerns to promote a healthy and respectful rapport between the staff and dental school community. " The DSAC is fully recognized as the constitutive body representing the unique interests specifically pertaining to dental staff housed on the San Francisco Campus. DSAC represents all non-faculty, non-managerial staff at the Dugoni School of Dentistry. Unless otherwise indicated, as applied in this Statement of Recognition, references to SAC include DSAC.

### Purpose

SAC shall contribute to the success of Pacific through its commitment to **Support, Advocate and Cultivate**. SAC shall work in collaboration with campus partners and administration to: advise in the design of meaningful staff development opportunities in accordance with institutional learning objectives; represent the concerns and recommendations put forth by staff; and foster engagement through events that enhance staff morale and encourage networking across the institution. Although union employees are not eligible for representation by SAC, scholarship for professional development opportunities and attendance at events provided by SAC shall be open to all employees University-wide with the exception of upper management/administrators.

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<sup>1</sup> 2.1 University Policy Statement on Governance (adopted by the Board of Regents on Sept 12, 1996): [http://www.pacific.edu/About-Pacific/AdministrationOffices/Office-of-the-Provost/Faculty-Handbook/2-University-Governance/2\\_1-University-Policy-Statement-on-Governance.html](http://www.pacific.edu/About-Pacific/AdministrationOffices/Office-of-the-Provost/Faculty-Handbook/2-University-Governance/2_1-University-Policy-Statement-on-Governance.html)

<sup>2</sup> 2.1.11 University Policy Statement on Governance (adopted by the Board of Regents on Sept 12, 1996): [http://www.pacific.edu/About-Pacific/AdministrationOffices/Office-of-the-Provost/Faculty-Handbook/2-University-Governance/2\\_1-University-Policy-Statement-on-Governance.html](http://www.pacific.edu/About-Pacific/AdministrationOffices/Office-of-the-Provost/Faculty-Handbook/2-University-Governance/2_1-University-Policy-Statement-on-Governance.html)

## Scope

As a constituent organization, along with the Academic Council and Associated Students of University of the Pacific, SAC shall operate as a recognized part of the University system to provide a forum for open communication. All eligible University staff (except upper management/administration) are automatically SAC constituents. SAC shall be a consultative and deliberate body with authority to formulate and present recommendations on all matters which have a significant bearing on eligible staff,<sup>3</sup> including but not limited to: work environment; compensation and benefits; safety and welfare; as well as professional development and talent retention. SAC shall serve as the official nominating body for staff representation to University committees and task forces that deal with topics impacting staff employees or that call for staff input.

## Responsibilities

SAC representatives are committed to the terms of service defined in the SAC by-laws. Representatives are responsible for establishing contact with their constituents; building relationships with their constituents; disseminating information from the council meetings to their constituents; soliciting perceptions, attitudes, ideas and/or concerns from their constituents for representation at council meetings; and handling information obtained in confidence with discretion (subject to limitations, set forth below), and where appropriate, protecting the source's anonymity. Representatives are committed to participation in and the promotion of SAC sponsored events, as well as general University opportunities, as their schedules permits.

## Assurances

In order to preserve the liberty and integrity of staff participation in SAC, and in recognizing the professional development potential that SAC affords its representatives as well as the benefits to their respective divisions, University of the Pacific observes the following protections for SAC representatives:

- All eligible University employees, except for upper management/administration, may participate in SAC meetings and are eligible for nomination by peers to represent staff in an elected position on the SAC.
- Representatives are authorized to exercise independence and confidentiality through SAC, and shall under no circumstances be subject to any penalty, intimidation, or harassment by peers, supervisors, or administration regarding their participation or activities. (At the same time, with regard to confidentiality, SAC representatives and the University will comply with laws and policies relating to disclosure of information, including, for example, those relating to imminent risks to public safety,

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<sup>3</sup> Nothing in this statement shall alter the terms of any collective bargaining agreement nor create representation of union employees by anyone other than their duly appointed collective bargaining representative.

violations of University sexual harassment / discrimination or violence policies, and information regarding harm to minors.)

- Representatives shall receive reasonable release time from their supervisors in order to fulfill their responsibilities in SAC.
- Human Resources shall provide supervisors with information and guidelines to support and facilitate staff participation in SAC.

Supervisors are strongly encouraged to support staff interested in serving on SAC unless circumstances exist where the staff's participation in SAC would create an undue burden on the function of the unit. All eligible employees are strongly encouraged to discuss their interest in serving on SAC with their supervisors prior to being nominated or appointed to be a SAC representative.

In the event of nomination to an *executive board* position (chair-elect, secretary, treasurer), non-exempt employees are required to seek supervisor approval. If a supervisor does not support an executive board role for the staff employee, a collaborative discussion between the staff member, his or her supervisor and a Human Resources representative is warranted to ensure staff are provided opportunities for growth and development within their employment at Pacific. Solutions to consider for balancing of the workload may include:

- The supervisor adjusting the employee's workload to incorporate team support for the duration of the executive board term, and/or

The supervisor agreeing to an "introductory period" of 90 days for the employee to adjust to the increased responsibilities and assessing thereafter the employee's ability to manage the executive board role

Supervisors retain the authority and responsibility to continuously monitor workload balance and assess the employee's ability to participate in an executive board role.

University of the Pacific values its staff and the integral role they play in accomplishing the mission to provide a superior, student-centered learning experience integrating liberal arts and professional education and preparing individuals for lasting achievement and responsible leadership in their careers and communities.

Reviewed and affirmed by Staff Advisory Council -- 3/11/2015

Reviewed and affirmed by University Administration -- 3/17/2015