

Application Form

2020-2022 Staff Advisor to the UC Board of Regents

- ⇒ **NOTE:** if applying via e-mail to staffadvisorapplication-l@listserv.ucop.edu,
⇒ save completed for use as e-mail attachment

Personal Information

1. **Name** _____
2. **UC location(campus/laboratory/office)** _____
3. **UC department** _____
4. **Position title** _____
5. **Employee identification number** _____
6. **Campus/laboratory/office mailing address** _____

7. **Campus/laboratory/office telephone number** _____
8. **Campus/laboratory/office e-mail address** _____

Employment History

9. Years of career service with the University of California, including month/date of hire _____
10. Provide a history of your work experience, beginning with your present position. Significantly different positions for the same employer should be listed separately. You may include any military experience.
 - a. _____
 - b. _____
 - c. _____
 - d. _____
 - e. _____

Educational Background

11. List the schools you have attended beyond high school, dates of attendance and degrees or certificates earned. Include business, technical, military, professional, college and university institutions.

| Institution attended | Dates attended | Degrees/certificates |
|-----------------------------|-----------------------|-----------------------------|
|-----------------------------|-----------------------|-----------------------------|

- | | | |
|----------|--|--|
| a. _____ | | |
| b. _____ | | |
| c. _____ | | |

UC, Committee, and Community Service

12. It is important in this role to have an understanding and experience in working through issues facing UC, especially as they relate to staff. List UC, committee, community service, or other major volunteer commitments within the past 10 years, including the name of the organization and your role (especially leadership roles) therein. You may, at your discretion, exclude the names of organizations that reveal your race, color, religion, national origin, ancestry, disability, or characteristics of any other protected category.

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____

Professional References

13. List the names, titles, addresses and telephone numbers of three University of California references, including their professional relationship to you.

Please notify your references at the time you submit this application that, if you are selected as a semifinalist,¹ they will be asked to submit a letter of reference in support of your candidacy for the position of Staff Advisor.

References will be asked to respond to specific questions concerning your qualifications for this position. These questions will be made available to your references should you become a semifinalist.

The appropriate level of senior management at your location will also be asked to comment on your qualifications should you become a finalist.

| Name/Title | Address | E-mail Address | Telephone Number |
|-------------------|----------------|-----------------------|-------------------------|
| 1.. | _____ | _____ | _____ |
| 2. | _____ | _____ | _____ |
| 3. | _____ | _____ | _____ |

¹ The announcement of semifinalists will occur in April/May; interviews of the semifinalists will occur in April/May. The letters of reference will be requested and must be submitted before the semifinalist interviews occur.

From Your Perspective

Please answer the following questions. Answers to each question should be thorough, but not exceed 500 words.

14. If you are selected to fill this role, what do you feel would be your contribution to the University, the Board of Regents, systemwide and campus leadership, and to staff? How have your past experiences given you the knowledge and skills to provide this contribution?

15. The professional, cultural and social environment of each UC location has a significant influence on the success of the institution. Discuss the climate you have observed affecting staff at your location and/or systemwide, as well as your idea(s) for deepening staff engagement in the mission of the University of California. If you have not observed or experienced climate issues, discuss programs with demonstrated success that address climate at your UC location.

SIGNATURE PAGE

All applications **must include** at the time of application submission your signature and your supervisor's signature. The Application and a signed Applicant Statement and Supervisor Statement are due on or before **Friday, April 3, 2020, 5:00 p.m.** Originals can also be mailed to:

Staff Advisor Application
c/o Marie-Ann Hairston
Director of Systemwide Employee Relations
University of California Office of the President
1111 Franklin Street, 5th Floor
Oakland, California 94607

Applicant Statement

I certify that the information provided on the Staff Advisor Application Form and any documents attached are complete and accurate. I certify that I am currently a career staff or non-Senate academic employee with at least 5 years of career experience and sustained performance at the University of California of "meets expectations" or higher.

Applicant (print name) _____

Applicant signature _____ Date _____

Supervisor Statement

I certify that the above named applicant is a career staff or non-Senate academic employee of the University of California, employed in good standing by the University with a sustained performance of "meets expectations" or higher. I agree to provide the applicant, if appointed to the position of Staff Advisor, with the release time necessary to attend meetings and conduct business as required of the position. I understand that the applicant will not suffer any loss of his/her regular UC pay, nor will he/she be eligible for additional pay, including overtime, by virtue of time spent during this application process or, if selected, during his/her appointment period of service of **two years, beginning July 1, 2020.**

Supervisor (print name) _____

Supervisor signature _____ Date _____

Title _____

Organization and department _____

Address _____

Telephone Number _____ E-mail address _____

How did you learn of the position of Staff Advisor to The Regents?

- from newspaper/other advertising
 from Regents website
 E-mail

- campus website
 career center
 other: _____