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# Application for 2022-2024 Staff Advisor to the Regents University of California

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## STAFF ADVISOR TO THE REGENTS

The role of the Staff Advisors to The Regents is to facilitate, support, and expand communication between the staff of the University of California and the Board of Regents and decision-makers at Office of the President.

By bringing the staff perspective to matters coming before The Regents, the Staff Advisors place a face and a voice on a talented workforce dedicated to the continued success of the University of California. The collaborative relationship between the Staff Advisors and all UC decision-makers is one that is built on mutual respect, ensuring that members of the Board of Regents, Administration, and University staff gain a higher level of understanding, respect, and interaction.

## THE REGENTS OF THE UNIVERSITY OF CALIFORNIA

The Organic Act of 1868 established the University of California and entrusted its organization and governance and legal and corporate authority to an independent corporation, The Regents of the University of California. California voters amended the State Constitution in November 1974 to provide the Regents with the option of appointing a student to serve as a member on the Board of Regents. Every year since 1975, a University student has served as a member of the Board of Regents. The Board of Regents appoints the Student Regent on the recommendation of its Special Committee to Select a Student Regent. The Board of Regents consists of 26 members: 18 are appointed by the Governor for 12-year terms; one is the student appointed by the Regents to a one-year term; and seven, including the President of the University, are ex officio members. The State Constitution provides that Regents shall be persons broadly reflective of the economic, cultural, and social diversity of the State. The Board of Regents operates through eight standing committees and a varying number of subcommittees and special committees. The Board and its Committees meet six times a year, every other month. Some committees hold off-cycle meetings.

## DUTIES OF THE REGENTS

The Regents establish policy in areas such as long range planning, student fees, admissions, and compensation. The duties of The Regents include overseeing the financial management of the University, as well as appointing the President of the University, the ten campus Chancellors, and the Officers of the Regents.

The Regents have delegated a broad range of authority and responsibility to the President of the University and have delegated authority to the faculty in matters relating to educational programs including the establishment and supervision of all courses and curricula. For additional information about the Board of Regents, see <https://regents.universityofcalifornia.edu/>.

## STAFF ADVISOR EXPECTATIONS

Staff Advisors serve in non-voting, advisory roles and are expected to offer the staff perspective on issues and concerns that come before the Board. When offering input to The Regents, it is important that they speak on behalf of all staff, represented and policy-covered.

Engaging with staff systemwide and maintaining effective communications with UC staff through campus visits, the Staff Advisor website, and social media is critical to gaining a broad perspective on the University and the issues it is facing.

Staff Advisors are expected to attend all Regents' meetings during their term, as well as participate in other Regental activities, which may include, but are not limited to, meetings of any Regents' subcommittees or task forces to which a Staff Advisor may be appointed.

It is important for the Staff Advisors to become familiar with the Board of Regents Bylaws and protocol as well as regulations under the California Higher Education Employer-Employee Relations Act (HEERA).

It is expected that the Staff Advisors build relationships with the members of the Board and senior leaders from Office of the President to help facilitate discussion on a variety of issues.

#### **ELIGIBILITY**

At the time of application, each candidate must be a career employee of the University of California, with a minimum of five years of career service and be employed in good standing with sustained performance of "meets expectations" or higher. All titles and positions among staff and non-Senate academic employees (both represented and policy covered) are eligible to serve, with the exception of members of the Senior Management Group. In order to prevent a conflict of interest or the appearance thereof, employees holding an office or position of leadership or advocacy in an employee organization or association (e.g., union, staff advisory group, employee association/organization) must resign from any such office or position before accepting and while serving in the position of Staff Advisor. A Staff Advisor will not be eligible for an appointment to more than one two-year term.

**For additional information about the Staff Advisors, please visit their website at:**  
**<https://staffadvisors.universityofcalifornia.edu/>**

# Application Form

## 2022-2024 Staff Advisor to the UC Board of Regents

⇒ **NOTE:** apply via e-mail to [staffadvisorapplication-l@listserv.ucop.edu](mailto:staffadvisorapplication-l@listserv.ucop.edu),  
⇒ save completed for use as e-mail attachment

### Personal Information

1. Name \_\_\_\_\_
2. Pronouns \_\_\_\_\_
3. UC location(campus/laboratory/office) \_\_\_\_\_
4. UC department \_\_\_\_\_
5. Position title \_\_\_\_\_
6. Employee identification number \_\_\_\_\_
7. Campus/laboratory/office mailing address \_\_\_\_\_
8. Campus/laboratory/office telephone number \_\_\_\_\_
9. Campus/laboratory/office e-mail address \_\_\_\_\_

### Employment History

10. Years of career service with the University of California, including month/date of hire \_\_\_\_\_
11. 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

12. 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

13. 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

14. List the names, titles, email 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,<sup>1</sup> 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 | E-mail Address | Telephone |
|----------------------------------|-------|----------------|-----------|
| 1. _____                         | _____ | _____          | _____     |
| Professional Relationship: _____ |       |                |           |
| 2. _____                         | _____ | _____          | _____     |
| Professional Relationship: _____ |       |                |           |
| 3. _____                         | _____ | _____          | _____     |
| Professional Relationship: _____ |       |                |           |

<sup>1</sup> 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.

**15.** 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?

**16.** 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 8, 2022, 5:00 p.m.** Attach your application to an email addressed to: [staffadvisorapplication-l@ucop.edu](mailto:staffadvisorapplication-l@ucop.edu).

## 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 service at the University of California and sustained performance of "meets expectations" or higher. I understand that this appointment does not provide additional pay, including overtime, by virtue of time spent during this application process or, if selected, during my **appointment period of two years, beginning July 1, 2022.**

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, 2022.**

Supervisor (print name) \_\_\_\_\_

Supervisor signature \_\_\_\_\_ Date \_\_\_\_\_

Organization and department \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_ E-mail address \_\_\_\_\_

|  |  |                                |
|--|--|--------------------------------|
| How did you learn of the position of Staff Advisor to The Regents? | from CUCSA or Staff Assembly<br>from Regents website<br>E-mail | campus website<br>other: _____ |
|--|--|--------------------------------|