




TO: Cathy Sandeen, Chancellor 

FROM: Ryan Buchholdt, Interim Budget Director, CPAB member 
Scott Downing, Past President of Faculty Senate, CPAB member 

DATE: December 16, 2020

RE: Administrative Management Review process

The Campus Planning Advisory Board (CPAB) was asked to conduct a review of administrative management positions at UAA. This review is occurring alongside similar reviews at UAF, UAS, and the system office. The CPAB is normally co-chaired by VC Jacob and Provost Runge; however, due this focus of this review they are abstaining from the process. Instead, Ryan Buchholdt and Scott Downing were asked to co-chair this review.

The CPAB seeks approval to proceed with the attached charge and list of in-scope positions. As described in the document, the focus is on the position classifications EX/FR/FN, with a limited number of AVC-level positions. Six of these non-EX/FR/FN positions were identified for inclusion based on comparisons to peer positions within the system and comparisons to current EX/FR/FNs within UAA.

Upon Chancellor's approval, the co-chairs will notify the affected employees with a copy of this charge, the process for submitting their responses, and the critical dates of the process.

Thank you for your consideration.

cc: Bruce Schultz

UAA Expedited Administrative Management Structure Review Process

The purpose of expedited administrative management review is to provide an opportunity for input to UAA's administrative management structure. The review, to include executives and senior administrators, will occur in conjunction with similar reviews taking place at Statewide, UAF, and UAS. 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 process is intended to advise the Chancellor as to the relative need for, and possibility to combine or eliminate, administrative management positions and structure which could, to the extent possible, contribute to budget savings.

1. The Campus Planning Advisory Board would lead the review process, with its co-chairs, the Provost and Vice Chancellor for Administrative Services, abstaining from any participation in the process. Instead, the Co-Leads for the process will be: Ryan Buchholdt and Scott Downing.
2. At the initial meeting of CPAB serving as the review committee, members of the committee may agree to amend the process with the approval of the Chancellor
3. The review committee shall conduct expedited reviews of the attached list of administrative positions, including the classification of EX and FR/FN, plus a limited number of Associate Vice Chancellor positions as deemed to be equivalent to FR/FN. The management under review shall provide reports to the committee containing the following information:
 - a. Basics of the position, including each of the following (no more than 3 pages for items ii-vi):
 - i. Job description
 - ii. Primary short-term responsibilities or initiatives of the position
 - iii. Primarily long-term responsibilities or initiatives of the position
 - iv. Manner in which the position engages with peers across the UA system
 - v. Type and nature of regulatory activities for which the position has primary responsibility on behalf of UAA
 - vi. Description of how the position is critical to the academic mission of the university.
 - vii. Nature of non-administrative responsibilities (for positions less than 100% administrative)
 - viii. Number and type of positions supervised, including key considerations that differ between employee types. Org charts recommended.

4. Findings made to the Chancellor as a result of the review shall be:
 - a. Strongly affirm administrative management position
 - b. Affirm administrative management position
 - c. Recommend modifying position to increase efficiencies and/or enhance mission centrality
 - d. Recommend restructure or merger of positions
5. The committee shall begin its work upon approval of the process and final list of positions to be reviewed by the Interim Chancellor. 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: December 11, 2020
2. Chancellor's decision on the process: December 16, 2020
3. Administrative Management notified: December 21, 2020
4. Administrative Management submit their reports: February 5, 2021
5. CPAB Review dates: February 5 - March 26, 2021
6. Recommendations to Interim Chancellor: March 26, 2021
7. Open forum for feedback from university community and governance groups: March 26 - April 9, 2021
8. Interim Chancellor's decisions: April 16, 2021

UNIVERSITY OF ALASKA ANCHORAGE
University/Campus Planning Advisory Board

Members

The UAA Campus Planning Advisory Board shall be co-chaired by the Provost and Vice Chancellor for Administrative Services. CPAB will include fourteen members, serving on two-year staggered terms, as recommended to the Chancellor by respective UAA governance groups, composed of:

- Seven faculty members (representing each college (6) and Community Campus (1) with cross representation of the Faculty Senate Budget Planning & Facilities Advisory Committee)
- Four staff members (representing areas that would include Academic Affairs and Research, Administrative Services, Advancement, Student Affairs)
- Three students: two undergraduate and one graduate student

Members are encouraged to arrange a substitute or delegate when unable to attend to ensure representation.

The Director of Budget, Associate Vice Chancellor for Facilities and Campus Services, Director of Institutional Research, and Vice Provost for Academic Affairs (Accreditation) shall serve as ex officio, non-voting members.

Co-Chairs

	Name	
Administrative Services	Bill Jacob	
Academic Affairs	Denise Runge	

Faculty

College	Name	Term Expires-June
College of Arts & Sciences	Ian Hartman	FY-2021
College of Business & Public Policy	Gokhan Karahan	FY-2022
College of Engineering	Anthony Paris	FY-2021
College of Health	Sharon Chamard	FY-2022
Community & Technical College	Kelly Smith	FY-2021
Community Campuses	Scott Downing	FY-2022
Consortium Library	Jodee Kuden	FY-2021

Staff

Area	Name	Term Expires-June
Administrative Services	Carrie Couey, KPC	FY-2022
Research	John Moore, CAS	FY-2021
Centers & Institutes	Jon Bittner, Alaska SBDC	FY-2022
Student Services	Tania Rowe, TRIO	FY-2021

Students

Classification	Name	Term Expires-June
Graduate	Carmen Guzman No	FY-Annual

Advisory

	Name	
Vice Provost, Academic Affairs	Susan Kalina	
Director, Budget Office	Ryan Buchholdt	
AVC, Facilities & Campus Svcs	Kim Mahoney	
AVP, Institutional Research	Erin Holmes	

In-scope EX, FR, FN

Working Title	Unit	Emp ECLS
Library Director	Mat-Su	FR
Associate Vice Chancellor and Executive Director Business Enterprise Institute	BEI	EX
Director, Graduate Programs	CBPP	FN
Associate Dean for Academics	Engineering	FR
Director, Alaska Area Health Education Centers	COH	FR
Director, Alaska Center for Conservation Science	CAS	FR
Director, School of Allied Health	COH	FR
Director/Title IX Coordinator, Office of Equity and Compliance	Equity and Compliance	EX
Director, Mat-Su College	Mat-Su	EX
Associate Dean of Fine Arts and Humanities	CAS	FR
Associate Vice Chancellor for Research	Research	FR
Director, Biological Sciences	CAS	FR
Chief of Police	UPD	EX
Dean, Graduate School	Academic Affairs	FR
Associate Dean	CTC	FR
Director, School of Nursing	COH	FR
Director, CHD Academic Workforce Program	COH	FR
Associate Director, CHD/Director of Research and Evaluation	COH	FR
Director, Aviation Technology	CTC	FR
Interim Vice Chancellor, Administrative Services	Admin Svcs	EX
Dean, College of Health	COH	EX
Director, Seawolf Debate	Academic Affairs	FN
Vice Provost for Academic Affairs	Academic Affairs	FR
Associate Dean of Math & Natural Sciences and Social Sciences	CAS	FR
Director, Kodiak College	Kodiak	EX
Director, General Education	Academic Affairs	FR
Vice Provost for Student Success	Academic Affairs	FR
Director, Applied Environmental Research Center	BEI	FR
Interim Dean, College of Engineering	Engineering	FR
Director, CU/UAA Occupational Therapy Program	COH	FR
Director, School of Social Work	COH	FR
Director, Psychology	CAS	FR
Director, Athletics	Athletics	EX
Director, Justice Center	COH	FR
Associate Director, AI&E	Academic Affairs	FR
Associate Dean	CBPP	FR
Interim Dean, College of Business and Public Policy	CBPP	FR
Director, Workforce Development	Academic Affairs	FR
Director, Prince William Sound College	PWSC	EX
Vice Chancellor of University Advancement	University Advancement	EX
Director, Division of Population Health Sciences	COH	FR
Interim Dean, College of Arts and Sciences	CAS	FR

Director, CHD Community Services	COH	FR
Associate Vice Chancellor, Development	University Advancement	EX
Dean, Consortium Library	Library	EX
Associate Dean for Academic & Student Affairs	COH	FR
Provost	Academic Affairs	EX
Chancellor	Chancellor	EX
Vice Provost, Alaska Native Science and Engineering Program	ANSEP	FR
Vice Chancellor of Student Affairs	Student Affairs	EX
Assistant Director for Academic Affairs	KPC	FN
Senior Associate Dean for Academics	CAS	FR
Special Assistant to the Chancellor	Chancellor	EX
Associate Dean for Clinical Health Services	COH	FR
Director, Institute of Social & Economic Research	CBPP/ISER	FR
Director, Kenai Peninsula College	KPC	EX
Director, Center for Human Development	COH	FR
Executive Director, Campus Services	Student Affairs	EX
Interim Dean, Community and Technical College	CTC	FR
Associate Vice Provost, Faculty Development & Instructional Support	Academic Affairs	FR
Associate Dean, University Studies	CTC	FR
Interim Director, WWAMI School of Medical Education	COH	FR

Additional in-scope non-EX, FR, FN

Working Title	Unit	Emp ECLS
Dean of Students	Student Affairs	XR
Associate Vice Chancellor, Enrollment Services	Student Affairs	XR
Associate Vice Chancellor, Facilities and Campus Services	Administrative Services	XR
Chief Information Officer	Administrative Services	XR
Chief Diversity Officer	Chancellor	XR
Executive Director, Alaska Native Education and Outreach	Chancellor	XR