

August 25, 2015

Dear Survey Respondents and the UIC Community,

The Academic Professional Advisory Committee (APAC) is pleased to release the results of its April 2015 survey of employee experiences related to the Job Analysis (JA) project. We thank and acknowledge the support of Interim Vice Chancellor for Academic Affairs and Provost, Eric Gislason, and Chancellor Michael Amiridis. UI leadership has had the opportunity to preview the survey results and has been receptive to dialogue on the status of JA.

In April of this year, the UIC Survey Research Laboratory (SRL) sent an online survey link to every faculty member, academic professional (AP), and civil service (CS) employee hired through the Chicago campus, and a total of 1,362 individuals completed the survey. The Final Analytical Report (<https://sites.google.com/site/uicapac/documents/survey>) details the sample strata, demographics, and classification attributes of the respondents. While the survey branched to capture position-dependent data, all respondents were given the opportunity to respond to a standard set of questions about and describe any interests or concerns related to the JA process and conversions of APs to CS. Supervisors were additionally invited to submit open-ended comments from the supervisor perspective. AP employees and convertees were queried about the JA procedure(s) they had undergone; the length of time since participation in JA; the outcome and method(s) of notification; and the conversion process, seniority determination, new title, and appeals as applicable.

It is important to note that the survey was open from April 7-22, approximately 5 years into the Job Analysis project, and captured just a snapshot of the campus experience. Nonetheless, the survey results show that over the course of the JA project, a) more than five methodologies were employed to review AP jobs, with a surprisingly large number of respondents reporting having undergone no or multiple procedure(s) b) for positions slated to be or already converted, decisions were rendered with little consistency or transparency, c) more than 50% of respondents cited poor to no communication from Human Resources (HR) regarding process, timeline, notifications, and/or appeal rights, and d) just two months before the purported close of the JA project, close to 57% of APs who had been reviewed had not been notified of their outcome. During the last year or so, the JA project relied heavily on the online survey, an instrument that captures percentage effort on a limited set ( $\leq 5$ ) of major duties. Employees and supervisors alike submitted hundreds of comments and concerns about the JA process.

Please take a few minutes to digest the *Final Analytic Report* prepared by the SRL. The survey results are compelling and highlight numerous concerns, many of them pertaining to the Job Analysis methodology, quality and/or timeliness of communications from Human Resources to either the campus community or individuals whose positions were reviewed, and the appropriateness of the recommended CS classifications.

In recent weeks, APAC has opened regular communications and discussed possible action items and policy recommendations with UIC's new HR leadership team of Mark Donovan and Michael Ginsburg. We look forward to continuing to partner with the campus to understand the immediate and downstream consequences of Job Analysis and suggest productive solutions.

Sincerely,

The Academic Professional Advisory Committee