

UCSF HR ADVISORY BOARD CHARTER

MISSION

- Provide input on service levels
- Provide advice on service delivery
- Advise on new and/or anticipated customer needs, desires or requirements
- Support the planning for and implementation of proposed process, policy and technology improvements for campus rollout
- Provide input on budget and review recharge rate proposals
- Ensure alignment with UCSF-wide goals and objectives

SCOPE

The Advisory Board is intended to advise the AVC HR on priorities, processes, performance, budget and services of UCSF Human Resources. It is not intended to focus on individual or group issues related to HR service delivery.

MEMBERSHIP

The Advisory Board will consist of nine representatives of client departments. Members will represent all stakeholders of the UCSF community, including clinical departments, basic science departments, SFGH, Deans' Offices, FAS, the EVCP and the Academic Senate.

Members will be appointed for a two-year term. Terms will be staggered to ensure continuity across years. Therefore, half the charter members will be initially appointed for three years.

Members will be selected by the Deans' Offices, Control Points, and the Academic Senate. The Advisory Board may be asked to provide advice on new members and endorse replacement members when a member leaves the Advisory Board.

The Vice Provost, Academic Affairs and the Senior Vice Chancellor, Finance and Administrative Services will serve as Executive Sponsors of the Advisory Board.

The AVC HR, the AVP of Academic Affairs, the HR Specialty Center Director, one HR Service Center Director and the HR Business Services Manager will serve as ex officio members.

MEETINGS

The Advisory Board will commence meeting in May 2012. Meetings will be held monthly for the first three months to address concerns associated with the initial implementation period of UCSF HR. The Advisory Board will then shift to quarterly meetings on an ongoing basis.

Members may elect to send a delegate as needed.

STRUCTURE

The Advisory Board will advise the AVC HR.

The Advisory Board will be chaired by an elected member. For the initial convening of the Board, it is expected that the chair will be selected by the third meeting. The chair will serve a two year term. Chairs may self-nominate or be nominated by any member of the Advisory Board.

Ongoing staff support for the Advisory Board will be provided by HR Business Services. The Business Services Manager will support the chair to set meeting agendas, ensure necessary materials are prepared, and take minutes. HR Business Services will schedule meetings. During the initial period, staff support for the Advisory Board will be provided by PMO staff supporting the OE HR implementation.