

## ACADEMIC CALENDAR GUIDELINES FOR ADVANCEMENT ACTIONS February 2014

HR Shared Services is pleased announce new Academic Calendar Guidelines for Advancement Actions. The calendar supports more efficient, standardized academic process and aligns with the Academic Process Improvements in the [new Service Partnership Agreements](#). To develop the calendar, HR Shared Services examined current practices across the campus, analyzed data for trends and consistencies, and from this data developed a calendar based on best practice recommendations.

### *Objectives:*

- Create, distribute and publish a calendar that identifies actions, those responsible and relative deadlines
- Create a mechanism in Advance that follows progress of packets based on identified deadlines

### *Outcomes:*

- ✓ [The Academic Calendar Guidelines for Advancement Actions](#)
  - A comprehensive tool to help navigate best practice for managing academic personnel actions throughout the year
  - A searchable calendar that can be sorted by the user for action/month
  - The Calendar Guidelines are a recommendation of best practice that if adopted will help move the campus to a more consistent and efficient process for academic actions
    - The calendar is not intended to displace unique and important internal processes to the departments; rather it is hoped that the calendar will be viewed as a helpful guide
- ✓ Advance now has a widget that follows progress of packets through the review process
  - The widget is designed to provide summary information about active packets, packets that have not been worked in 30, 60 or 90 days, and packet trending to include:
    - Number of packets
    - Packet certification
    - Packets missing CV
    - Status of the review process
    - Packets with open issues
  - A training webinar to demonstrate this new functionality was provided to AP Generalists, department Administrator Plus, department Chairs, and School Deans on November 6, 2013
    - If you would like more information about the widget please email [AdvanceProject@ucsf.edu](mailto:AdvanceProject@ucsf.edu)
  - An example of the widget:

Text Zoom: Width: **Half**

**Active Packet (2014) Overview**

Total Active Packets	66
Packets w/o CV	16
Candidate Certified	10
Sent to Chair	1
Chair Certified	1
Candidate Notified	15
Sent to Dean	1
Dean Certified	14
CAP Review	5
CAP Certified	0
Sent to VPAA	3
Decision Made	0
Open Issue	0

*Participants:*

- Jenny Schreiber, Director of UCSF HR Share Services
- Jane Ta, Academic Manager, Service Center B
- Advance System team
- Additional support from AP Managers, VPAA, Directors of Academic Affairs from the Schools' Dean's Offices
- Department Managers and HR Liaisons from across the campus