Spyros Tseregounis
Michele M McCuen

From: Bobbie Lasky
Sent: Wednesday, April 20, 2016 9:00 AM
To: Michele M McCuen
Subject: requested information

Michele- Spyros Tsergounis’s current salary is $164,753.

Bobbie

Bobbie Lasky
Director, Academic Personnel and Compensation
Academic Affairs -- Office of the Provost
UC Davis
(530)752-3050
(530)752-6359 FAX
rlasky@ucdavis.edu
# Courses taught by Spyros Tseregounis

Only courses with learning activity of Lecture or Lecture/Discussion are provided.

It is important to note that the information is based on the official University of California, Berkeley, Schedule of Classes for the academic year as of the specified date.

Source: UC Davis Office of the University Registrar, R. California 08/18/2015

## Course Schedule

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## Additional Courses

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- Spring Quarter 2018 MAC 396 Teaching Aids 1: Tech 1 VAR Tseregounis, Spyros
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**Need help with Decision Support? Try our help page. Additional resources are available on the FIS web site.**

4/1/2016
The Partner Opportunities Program (POP) Guidelines
University of California, Davis

The following information is offered as a guideline for departments using the services of the Partner Opportunities Program. It supplements, but does not supersede or override, UC Davis personnel policies or procedures.

Central to all of the Partner Opportunities guidelines outlined here is the principle that UC Davis hires only individuals who are fully qualified, outstanding candidates for positions. POP endeavors to help clients successfully obtain appropriate positions, but cannot guarantee employment.

History

Since 1995, the Partner Opportunities Program (POP) has been available to assist colleges/schools and departments in their efforts to recruit and/or retain academic senate faculty and Senior Managers by addressing the issues/needs of their partners when those issues/needs will affect the success of the recruitment or retention. Since its inception, the POP program has provided support in over 700 recruitment and retention efforts.

The Program

POP is part of the Office of the Vice Provost - Academic Personnel. The purpose of the program is to help department chairs and deans recruit and retain outstanding faculty. To accomplish this, POP assists partners referred to the program by deans, vice provosts and senior managers. POP helps with both on-campus and off-campus job searches, as well as providing a website with links to information about local communities, schools, childcare, housing, etc.

Who is eligible for POP?

The dean, vice chancellor, vice provost, or senior manager may refer the partner of a current or prospective Academic Senate faculty member, Specialist in Cooperative Extension, or Senior Management Group member.

Individuals must be referred to the program in writing by deans, vice chancellors, vice provosts, or senior managers. The POP Coordinator will respond to telephone and email queries, but submission of signed referral forms is required for initiation of full services.

When is POP appropriate?

POP was established with the intent of assisting a dean, vice chancellor, vice provost or senior manager who identifies a high priority recruitment that depends heavily on placement of the partner for success. The POP web site can also provide information about the community, schools, and other local resources.

1 Because of budget constraints, priority is currently being given to full-time ladder faculty.
How is someone referred? (See Appendices A & B)

A model referral form for departments to use when sending forward a request to their dean, vice chancellor, or vice provost can be found in Appendix A. Use of this form is recommended but not required by the POP program.

All POP referrals must come from the dean of the School/Division/College making the recruitment or retention effort, using the form found in Appendix B of this document. Deans, vice provosts, and unit heads wishing to delegate the referral process to an associate dean or associate vice chancellor must do so by notifying the Vice Provost – Academic Personnel in writing. Such delegations will stay in effect until the dean notifies POP of a change or a new dean is appointed.

Should I refer a partner who is being offered a career position that does not involve POP funding or support?

If the partner is being offered the position as the result of an open search, it is not necessary to refer the person to POP. Please let us know about this for our records and our annual report. Accurate information about campus efforts to assist partners with employment and relocation issues shows UCD’s commitment to dual career couples.

If a career position offered is not the result of an open recruitment, a search waiver must be approved by the Vice Provost – Academic Personnel (faculty) or the appropriate HR administrator (staff).

What happens when someone is referred?

The program contacts the partner and conducts a confidential discussion of what issues will affect the partner’s support of the recruitment/retention effort. The POP coordinator discusses the steps necessary to resolve these issues and provides a realistic assessment of whether or not the issues can be resolved. POP facilitates an employment search, but is unable to guarantee a job hire.

After this discussion and evaluation, the POP coordinator continues to work with the partner until the issues are resolved, or one year from the time the coordinator and partner determine services should start, whichever comes first. POP services may be requested on a deferred basis when a partner is not relocating or seeking employment at the time of the faculty hire.

In the event that the coordinator feels the goals set by the partner to support the retention or recruitment cannot be met, the coordinator will contact the referring dean in the case of faculty or the referring executive in the case of senior management.

Services Offered

The POP Website provides information about the following:

- Local schools
- Community organizations
- Religious and cultural organizations
- Recreational programs
Once areas of concern are identified, the POP coordinator provides information and assistance. Assistance may include:

- Arranging informational and employment interviews

The POP coordinator works with departments and committees involved with a recruitment or retention effort by:

- Arranging meetings for partners when they come to campus with applicants during the interview process
- Meeting with applicants to discuss the program when the partner does not come to visit during the interview process
- Meeting with faculty who have partners working in other locations to discuss options for the partner to be employed locally
- Providing a realistic evaluation of the program’s ability to meet a partner’s employment goals
- Assisting in the request for recruitment search waivers

**Coordination of bridging positions**

There are several situations in which only campus employment will satisfy the needs of a partner. These include, but are not limited to, the nature of their work, time limits that do not allow for an extensive job search, or the partner has worked on another UC campus and wants to continue earning retirement benefits. In these situations, the POP coordinator works to develop bridging positions. Bridging positions are designed to allow a department time to identify or receive funding for a position or allow the partner time to establish a funding source, develop skills necessary to be competitive for UCD positions, or be employed while conducting an employment search. The obligations of the hiring department depend on the type of appointment. It is important to understand that POP neither creates positions, requires departments to hire partners, nor is a hiring entity. POP will help coordinate the following types of bridging positions:

**Senate Academic Positions:** When a partner seeks a tenure track position at UC Davis and an appropriate position is not immediately available, the dean conducting the recruitment or retention effort can request of the Vice Provost – Academic Personnel consideration for bridging funds. The Vice Provost’s approval at this point does not imply approval of an appointment, only that bridging funds will be available after the following actions have taken place:

- The recruiting dean reviews the partner’s curriculum vitae and determines that the partner should be considered by the appropriate department. If the department is in another School/College/Division the two deans work together to determine an appropriate position.
- The POP candidate’s dean identifies a permanent Senate position and FTE that will be available through retirement or existing allocations.
- The POP candidate’s dean forwards the partner’s curriculum vitae to the department and asks the chair, in consultation with faculty, if the partner’s candidacy for a faculty position should be supported (a formal vote should be conducted).
- If the department will support the partner’s candidacy, that dean forwards to the Vice Provost – Academic Personnel a cover letter stating the title, rank, step, and summary of the partner’s qualifications; a statement whether or not this individual would be a strong candidate if he/she were being considered through a normal recruitment; the vote of the department and
explanations for any negative votes; a statement addressing diversity of the requesting unit and the effect of the proposed recruitment on that diversity; discussion of how the position fits into the academic plan; a copy of the partner's curriculum vitae; and a copy of the academic plan.

- CAP (Committee on Academic Personnel) and CPB (Committee on Academic Planning and Budget Review) review this material and advise the Vice Provost – Academic Personnel on the requested appointment. CAP reviews the academic qualifications and CPB reviews the candidate's potential fit with the academic plan.
- If the Vice Provost – Academic Personnel finds that the partner is a viable candidate, then the POP candidate's department is asked to move forward with a formal review and vote according to established department procedure, and submit the appointment recommendation in accordance with regular academic personnel policy including the request for a search waiver.

**Non-Senate Academic Positions:** When a partner seeks a non-senate academic position at UC Davis and an appropriate position is not immediately available, the dean conducting the faculty recruitment or retention effort can request that the partner be considered for a bridging position. If there is agreement on this request, POP will contact prospective departments and hiring agents to determine if there is a position for which the partner is qualified. Appointments to these titles must be proposed by the department and follow normal review and approval procedures including a request for a waiver. POP can fund these positions up to two years. Participating departments will be asked to share in the funding of such positions. There is no obligation on the part of the department to continue employment past this point. However, the Vice Provost strongly encourages that a plan for continued support (such as grant funding, clinical income, or another NSA position) be in place to minimize the risk of retention issues once POP funding has expired.

**Staff Positions:** When a partner seeks a staff position at UC Davis and an appropriate position is not immediately available, the dean conducting the faculty recruitment or retention effort can request consideration for a bridging staff position. If there is agreement, the POP coordinator contacts prospective departments and hiring agents to determine if there is a contract position for which a partner is qualified. If the partner is offered a position, all personnel policies governing contract employees must be followed, including the request for a search waiver. POP can fund these positions up to two years. Participating departments will be asked to share in the funding of such positions. There is no obligation on the part of the department to continue employment past this point. However, the Vice Provost strongly encourages that a plan for continued support be in place to minimize the risk of retention issues once POP funding has expired.

**What financial commitments are departments asked to make?**

The following are the guidelines for funding bridging positions, however they are not a formula for funding. All decisions on funding contributions by departments are at the discretion of the Vice Provost – Academic Personnel. Funding for any of these types of positions can be withdrawn if the partner fails to meet the expectations of the position or fails to conform to university policies and procedures, or leaves the POP position.

**Senate Academic Positions:** Campus commitment (POP funds) for a Senate position implies commitment of an FTE from the dean. The funds from POP are intended to
financially offset a portion of this FTE for a maximum of three years; POP's commitment would normally be for one-third of the position. At the end of that time, the dean's office/department of the POP assumes complete financial responsibility for the FTE. Academic salary scales appropriate to the hiring school or college should be applied when determining salary for Academic Senate POP positions. The Assistant Professor III level is the standard funding reference. Additional funds for higher level POP appointments will come from central campus upgrade funds.

Non-Senate Academic Positions: For non-Senate academic bridging positions, the home department/dean's office of the senior manager or faculty member being recruited or retained is expected to contribute one-third of the salary, the department/dean's office hiring the POP partner will contribute one-third, and POP will contribute one-third. These positions are on a contract basis and can last up to two years. There is no commitment on the part of the department to continue an appointment beyond the contract period. However, the Vice Provost strongly encourages that a plan for continued support be in place to minimize the risk of retention issues once POP funding has expired.

Staff Positions: For staff bridging positions, the home department/dean's office of the senior manager or faculty member being recruited or retained contributes one-third of the salary, the department/dean's office hiring the POP partner contributes one-third, and POP contributes one-third. In the case of non-academic departments, the split is 50/50 with POP and the senior manager's or faculty member's department/dean's office contributing. These positions are on a contract basis and can last up to two years. There is no commitment on the part of the department to continue these appointments beyond the contract period. However, the Vice Provost strongly encourages that a plan for continued support be in place to minimize the risk of retention issues once POP funding has expired.

Hiring a POP candidate (non-Senate)

If you will be hiring a POP candidate in a bridging position in your college/department/unit, you will need to do the following:

- Confirm with the POP coordinator that funding for the position has been secured.
- Follow the normal personnel procedures appropriate for the type of position.
- Determine if you need to request a waiver of recruitment. If so, the POP office can advise you on how to request one.
- Prepare an appropriate MOU (see Appendix C). Include the account number into which POP funds will be transferred.
- At the beginning of the appointment, request the funds for that fiscal year from the Offices of the Chancellor and Provost - Financial Services. (OCP-FS). OCP-FS will arrange for POP funds to be transferred into the above account.
- At the beginning of each subsequent fiscal year, request the funds from OCP-FS. Funds will be transferred into the above account for that fiscal year.
- Notify POP if the partner leaves the position before the end of the bridging period.

All POP bridging agreements must be detailed in writing and receive signed approval by the Vice Provost – Academic Personnel and the appropriate dean(s) or senior manager before funding will be released (see Appendices C and D for sample Memoranda of Understanding). The dean's office in which the POP candidate is located normally prepares the MOU.
NOTE: It is the responsibility of the POP dean’s office to ensure that the Vice Provost - Academic Personnel is notified when a POP candidate leaves the position before the end of the POP commitment.

Other frequently asked questions

- **Do you have a website?** Yes, it is: [http://popprogram.ucdavis.edu/](http://popprogram.ucdavis.edu/)

- **Will you help single faculty members?** Yes, they often have questions about housing, childcare, eldercare, and community resources that POP can answer. Encourage them to contact the POP program by e-mail or phone if they are not able to get the information they are seeking from the hiring department.

- **Do you only offer information about Davis?** No. On our website we maintain links to sources of information about local communities including Dixon, Sacramento, West Sacramento, Winters and Woodland.

- **How does a department notify candidates about the POP program?** Information about POP can be found on the web at [http://popprogram.ucdavis.edu](http://popprogram.ucdavis.edu). Departments may bring this to the attention of candidates in position recruitment announcements and with invitations to campus interviews. The POP Coordinator will be happy to meet with the faculty recruit and/or partner/spouse to coincide with the candidate’s interview. Offers of employment can include references to POP or specific identification of already negotiated POP agreements.

- **Is POP a placement program?** No. The program cannot guarantee the successful resolution of employment and relocation issues, nor can it create positions.
APPENDIX A
DEPARTMENT REQUEST FOR POP CONSIDERATION

(YOUR DEPARTMENT NAME) POP REQUEST
(YOUR COLLEGE/SCHOOL/DIVISION NAME)

POP Referral Name: ____________________________________________

Partner of: __________________________________________________

Department: ________________________________________________

Title/Series/Rank: ____________________________________________
(must be Senate faculty, Cooperative Extension Specialists, or in Senior Management Group)

Date effective: ____________________

Type of Funding/Support Requested (please be specific – e.g. search assistance only, bridge funding, etc.): ______________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

Urgent request ☐ Less urgent request ☐

If marked urgent, explain why request is urgent:

______________________________________________________________________________

Additional information: ________________________________________________

______________________________________________________________________________

______________________________________________________________________________

Department Chair

__________________________

Date

Please attach a copy of POP Candidate’s curriculum vitae/resume.
APPENDIX B
SCHOOL/COLLEGE/DIVISION REQUEST FOR POP CONSIDERATION

DATE:

Partner Opportunities Program

RE: Request for POP Consideration

We are requesting assistance in a recruitment effort / retention effort (please check one).

We are attempting to recruit/retain: ____________________________________________________________

In the Department(s) of: ________________________________________________________________

Title, Series and Rank: ________________________________________________________________
(must be Academic Senate faculty, Cooperative Extension Specialists, or in Senior Management Group)

Anticipated Start Date: ________________________________________________________________

Name of partner we are referring to the POP Program: _______________________________________

Partner’s phone # and e-mail ____________________________________________________________

If request is urgent, please explain: _______________________________________________________

________________________________________________________

Description of Need / Funding Proposal:

In this area you will want to include information on the type of assistance you want provided (please be very specific). Refer to the services provided outlined in the Partner Opportunities Program Guidelines. If the partner has indicated an interest in UCD employment state if your college is willing to provide matching funds, and if so, in what amount.

Any additional information/comments:

________________________________________________________

Dean, School/College/Division

Please attach a copy of POP Candidate’s curriculum vitae/resume.
APPENDIX C -- SAMPLE
MEMORANDUM OF UNDERSTANDING for NON-SENATE and/or STAFF POSITIONS
OFFICE OF THE VICE PROVOST – ACADEMIC PERSONNEL

This memorandum of understanding between the (Name of College(s)) and the Office of the Vice Provost – Academic Personnel supports the development of a position as (title and level of appointment) for (name of POP candidate) in the Department of (name of department), effective (date), and establishes the source(s) of funding for this position.

The Partner Opportunities Program will provide one third of current year salary bridge funds for this position from (start date) until (end date). The (name of college) will provide one third of the funding and the (name of department) will provide one third of the funding. The annual salary for this position will be ______________. The account to which POP funds should be deposited is ______________. The funding breakdown is as follows:

- POP will provide $________ a year for two years for a total of $______________.
- ________ will provide $________ a year for two years for a total of $______________.
- ________ will provide $________ a year for two years for a total of $______________.

It is the intent of __________ to provide a permanent position for this individual at the end of the funding commitment.

(POP candidate) is the partner of (name of primary hire), who has received an offer of (rank) in the Department of (department), effective (date).

The signatures below confirm this agreement between the Office of the Vice Provost—Academic Personnel and the (School/College name(s))

Bruce R. White (Name of Dean)
Interim Vice Provost – Academic Personnel Dean, School/College/Division of ________

Additional signatures of all responsible parties (please spell out)

cc: POP Program
Lisa Borchard, OCP – Financial Services
College/School/Division Assistant Dean(s) or AP Analyst

Note: The department housing the POP generally prepares the MOU.
APPENDIX D -- SAMPLE
MEMORANDUM OF UNDERSTANDING for ACADEMIC SENATE POSITION
OFFICE OF THE VICE PROVOST – ACADEMIC PERSONNEL

This memorandum of understanding between the (Name of College(s)) and the Office of the Vice Provost – Academic Personnel supports the development of an Academic Senate position as (title and level of appointment) for (name of POP candidate) in the Department of (name of department), effective (date), and establishes the source(s) of funding for this position.

The Partner Opportunities Program will provide one third of current year salary bridge funds for this position from (start date) until (end date), with the understanding that (name of department/dean's office) is committing an FTE for this position. POP will offset a portion of the FTE and will provide one third of the funding. The (name of department(s)/dean's office(s)) will provide the remaining funding (please indicate percentage funded by each). The annual salary for this position will be ______________ (please indicate if this is fiscal year or academic year). Funding above the Assistant Professor III level will come from central campus academic upgrade funds. The account to which POP funds should be deposited is ______________. The funding breakdown for this position is as follows:

- POP will provide $______ a year for three years for a total of $____________.
- ______ will provide $______ a year for three years for a total of $____________.
- ______ will provide $______ a year for three years for a total of $____________.

(POP candidate) is the partner of (name of primary hire), who has received an offer of (rank) in the Department of (department), effective (date).

The signatures below confirm this agreement between the Office of the Vice Provost—Academic Personnel and the (School/College name(s))

Bruce R. White  
Interim Vice Provost – Academic Personnel

(Name of Dean)  
Dean, School/College/Division of ________

Additional signatures of all responsible parties (please spell out)

cc: POP Program  
Lisa Borchard, OCP – Financial Services  
College/School/Division Assistant Dean(s) or AP analyst  
Lindy Watts, ORMP

Note: For Academic Senate positions, CAP/CPB must approve the candidate (see POP guidelines on pages 3 and 4) before a regular appointment packet is prepared. The department housing the POP prepares the packet for CAP/CPB, the appointment packet and the MOU.
APPENDIX B
COLLEGE/SCHOOL REQUEST FOR POP CONSIDERATION

DATE: 2 June 2009

Partner Opportunities Program

RE: Request for POP Consideration

We are requesting assistance in a _X_ recruitment effort / ___ retention effort (please check one).

We are attempting to recruit/retain: Linda Katehi as chancellor, with an academic appointment in Electrical and Computer Engineering

Title, Series and Rank: Chancellor and Professor, Above Scale
(must be Academic Senate faculty, Cooperative Extension Specialists, or in Senior Management Group)

Anticipated Start Date: 17 August 2009

Name of partner we are referring to the POP Program: Spyros Tseregounis

Partner’s phone # and e-mail: (317) 733-4642 stsgrego@uiuc.edu

If request is urgent, please explain:

Description of Need / Funding Proposal:

_in this area you will want to include information on the type of assistance you want provided (please be very specific). Refer to the services provided outlined in the Partner Opportunities Program Guidelines. If the partner has indicated an interest in UCD employment state if your college is willing to provide matching funds, and if so, in what amount._

Dr. Tseregounis is eminently qualified for a position as Lecturer, Security of Employment, within the Department of Chemical Engineering and Materials Science. ChMS faculty have expressed strong interest in such an appointment, as has Dr. Tseregounis.

Our understanding is that the Office of the President will loan an FTE and provide funding for this position to the campus and College of Engineering, so there will be no financial obligation for the campus, the College of Engineering or POP.

Any additional information/comments:

[Signature]
Dean, School/College/Division

Please attach a copy of POP Candidate’s curriculum vitae/resume.
July 9, 2009

BARBARA HORWITZ
VICE PROVOST
ACADEMIC AFFAIRS

RE: LECTURER WITH SECURITY OF EMPLOYMENT POP FOR SPYROS TSEREGOUNIS

Dear Barbara:

I write to request that the University of California Davis provide a ladder rank faculty position, a Lecturer with Security of Employment, for Spyros Tseregounis. I attach the Academic Plan for the Department. This letter provides the context for this request in terms of the issues framed in the Academic Plan.

The overriding issue that derives from the Plan is the growth in the chemical engineering major over the last eight years and the loss of faculty who can teach in this area during the same period. The number of applicants for this major has increased by over a factor of four. For the entering class for fall 2009, this major has the largest percent increase in the number of freshman applicants in the College of Engineering. During this same eight year period four chemical engineering faculty have retired and 2 (actually 1.8 FTE) have been hired.

In our Academic Plan we stipulate that our top priority is to hire a chemical engineering faculty member. We only consider those possibilities for potential hires in the Professor series. The parameters under which the Academic Plan was written did not allow for the possibility of hiring a Lecturer with Security of Employment. The prospect of hiring a Lecturer SOE helps fill important teaching needs for the Department. Also, the experience of Dr. Tseregounis puts him in an excellent position to offer courses in ethics and design that are often best taught by those with industrial experience.

I would be happy to discuss this with you in more detail.

Best Wishes,

[signature]

Robert L. Powell
Professor and Chair
Chair, Davis Division, Academic Senate
July 27, 2009

PROFESSOR BRUNO NACHTERGALE, CHAIR
Committee on Planning and Budget

RE: Partner Opportunities Program Appointment – Dr. Spyros Tseregounis

Dear Bruno:

I am forwarding for your review documentation supporting the appointment as Lecturer with Security of Employment for Dr. Spyros Tseregounis through our Partner Opportunities Program (POP). It is proposed that Dr. Tseregounis’ appointment will be in the Department of Chemical Engineering and Materials Science in the College of Engineering. Funding for this position is provided directly from the Provost’s Reserve.

This proposal has been reviewed by the Committee on Academic Personnel with respect to academic merit and suitability for appointment to the faculty. I would greatly appreciate the advice of your committee on the extent to which the nomination of Dr. Spyros Tseregounis is consistent with the academic plan. Thank you for your assistance. I look forward to receiving your response.

As you are aware, Dr. Tseregounis is the spouse of Dr. Linda Katehi, Chancellor-designate, for our campus.

Sincerely,

[Signature]

Barbara A. Horwitz
Vice Provost--Academic Personnel

/mm

c: Binnie Singh, Director of Faculty Relations and Development
Cathe Richardson, Analyst

Enclosures
MEMORANDUM OF UNDERSTANDING

Provost and Executive Vice Chancellor and
College of Engineering

The purpose of this Memorandum of Understanding (MOU) is to establish the terms and conditions associated with the loan of 1.0 FTE fiscal year faculty position to support the partner appointment of Spyros Tseregounis in the College of Engineering.

It is agreed that the Provost and Executive Vice Chancellor will loan, effective at the time of appointment, 1.00 FTE faculty position from the Provost's reserve to support the position. The loan will remain in effect as long as the position is occupied by Dr. Tseregounis. When the position is vacated by Dr. Tseregounis, the loaned position shall be returned to the Provost's reserve. This appointment is a Partner Opportunity Position (POP) for the spouse of Chancellor Katehi.

Enrique Lavernia                     Date
Provost and Executive Vice Chancellor

Bruce White                          Date
Dean, College of Engineering

c:  Binnie Singh, Academic Personnel
    Bruce Hartsough, Associate Dean, College of Engineering
    Michele Fulton, Assistant Dean, College of Engineering
    Lindy Watts, ORMP
August 10, 2009

DR. SPYROS TSEREGOUNIS
16 College Park
Davis, CA 95618

Dear Dr. Tseregounis:

I would like to join Chancellor Vanderhoof in welcoming you to the University of California, Davis. You will no doubt be interested in the statements of policy governing years of service at the rank of Lecturer, Security of Employment, and information on the peer review process. Also included are legal requirements for your appointment.

You should review the instructions used by peer review committees in evaluating the accomplishments of faculty members at: http://academicpersonnel.ucdavis.edu/appointments.cfm.

I think you will find these instructions interesting and useful in that they specify the criteria for academic achievement in the University of California. If you have any questions concerning the terms or conditions of your appointment, please don’t hesitate to contact me.

This offer of employment is contingent upon your ability to prove that you are authorized to work in the United States, as required by the Immigration Reform and Control Act of 1986 (http://policy.ssa.gov/poms.nsf/lnx/0500501440). Also, the State of California requires that we inform all academic appointees of the Political Reform Act of 1974. This Act prohibits public officials from participating in governmental decisions when personal financial interests may be affected by those decisions. The Act requires that all government employees and officials disqualify themselves from participating in a governmental decision when a financial conflict of interest is present. Please refer to http://www.ucop.edu/ego/coi/info.html that explains the State of California’s Political Reform Act of 1974.

Since 2005, California State law requires all new supervisors/managers to take 2 hours of sexual harassment prevention training within six (6) months of employment. In this title, you are considered a supervisor, therefore you need to complete this training no later than February 18, 2010. You can complete this requirement one of two ways: 1) take an in-person course, or 2) take the online course sponsored by the UC Office of the President. If you wish to take the in-person training, you can register at: http://sdps.ucdavis.edu/online.htm. You will need your Employee ID Number to enter the system. Once you have entered the system, select “Enroll in a Course.” Then select the Human Resources (HR) category, and then “Sexual Harassment and Discrimination: Prevention for Supervisors” or “Sexual Harassment Prevention for Academics” and the corresponding course number. If you would like to complete the on-line course, please contact Staff Development & Professional Services at sdps@ucdavis.edu to request your personalized access link.

Sincerely,

[Signature]
Barbara Horwitz
Vice Provost – Academic Personnel

ICYB

Dean White
Chair Powell

REVIEWED
2009-10
DR. SPYROS TSEREGOUNIS  
16 College Park  
Davis, CA 95618

Dear Dr. Tseregounis:

Acting under authority delegated by The Regents and the President of the University, I am pleased to invite you to accept an appointment as Lecturer with Security of Employment, in the Department of Chemical Engineering and Materials Science, College of Engineering, effective August 17, 2009. Your annual salary rate is $150,000.

Acceptance of this appointment signals your willingness to uphold the standards that attach to a tenured position at UC Davis. In addition to sustaining research and fulfilling the obligations of teaching and departmental service, a tenured faculty member is expected to play an active role in mentoring students and junior colleagues, to participate in the shared governance through which our University functions, and to engage in significant University service activities outside the department as well as in service to the profession. In these and other ways, it is expected that the ongoing and committed presence of a tenured faculty member on campus will contribute to the intellectual life of the University at large, beyond the boundaries of his or her department or discipline.

Dean White, the faculty of the Department of Chemical Engineering and Materials Science, and I believe that your experience and expertise will be a wonderful addition to the Davis campus community.

Sincerely,

Larry N. Vanderhoef  
Chancellor

/cyb

C: Dean White  
Chair Powell

REVIEWED  
2009-10
August 26, 2009

Barbara Horwitz
Vice Provost, Academic Personnel

Subject: Proposed Partner Opportunity Program Appointment – Dr. Spyros Tseregounis

Dear Vice Provost Horwitz:

The Committee on Planning and Budget (CPB) has reviewed the proposed Partner Opportunity Program (POP) appointment from the Department of Chemical Engineering and Material Science for Dr. Spyros Tseregounis. The Committee has examined the information and notes that the appointment fits well within the academic plan. CPB supports the POP appointment.

Dr Tseregounis will help meet the need for instructors in that department created by increased enrollments in the department's major which occurred during the past several years simultaneously with a decrease in the number of faculty available to teach the necessary classes.

Sincerely,

Bruno Nachtergaele, Chair
Committee on Planning and Budget
DR. SPYROS TSEREGOUNIS  
16 College Park  
Davis, CA 95616

Dear Dr. Tseregounis:

Acting under authority delegated by The Regents and the President of the University, I am pleased to invite you to accept an appointment as Lecturer with Security of Employment (fiscal year), in the Department of Chemical Engineering and Materials Science, College of Engineering, effective September 1, 2009. Your annual salary rate is $150,000.

Acceptance of this appointment signals your willingness to uphold the standards that attach to a tenured position at UC Davis. In addition to sustaining research and fulfilling the obligations of teaching and departmental service, a tenured faculty member is expected to play an active role in mentoring students and junior colleagues, to participate in the shared governance through which our University functions, and to engage in significant University service activities outside the department as well as in service to the profession. In these and other ways, it is expected that the ongoing and committed presence of a tenured faculty member on campus will contribute to the intellectual life of the University at large, beyond the boundaries of his or her department or discipline.

Dean White, the faculty of the Department of Chemical Engineering and Materials Science, and I believe that your experience and expertise will be a wonderful addition to the Davis campus community.

Sincerely,

Enrique J. Lavernia  
Provost and Executive Vice Chancellor

/kcp

C: Dean White  
Chair Powell
September 22, 2010

To: Dr. Spyros Tseregonis

Re: Offer of Employment--Faculty Coordinator for Corporate Relations

Dear Dr. Tseregonis:

I am pleased that you will accept the position of Faculty Coordinator for Corporate Relations--Faculty Assistant to the Vice Chancellor of University Relations in addition to your current faculty position at UC Davis. This half-time (0.5 FTE) appointment in the department of University Relations is expected to be a five-year position with the possibility for renewal. University Relations will fund half of your current $150,000 annual salary at $6,250 per month and $75,000 annually. Additionally, University Relations will mirror any future academic merit increases awarded to you by your current home department, Chemical Engineering and Material Science (CHMS).

Thank you for confirming that you have discussed this opportunity with your department chair and that we are able to proceed with contacting the CHMS business office to make payroll arrangements with an effective date of October 1, 2010.

I am very much looking forward to your joining the University Relations team. By signing below, you agree with the terms of this letter.

Best regards,

[Signature]

Beverly "Babs" Sandeen
Vice Chancellor for University Relations

cc: Department Chair Powell
UR Department Personnel File
✓ Academic Personnel Consultant Korte
Department Manager de Ropp
Business Office Manager Bustamante

[Signature]

Dr. Spyros Tseregonis

Date 10-27-10
June 2, 2010

TO: UC DAVIS FACULTY

RE: Faculty Coordinator for Campus Corporate Relations—University Relations

I am pleased to invite applications and nominations for an internal search for the position with a working title of Faculty Coordinator for Campus Corporate Relations—University Relations (UR) at UC Davis. This position reports to the Vice Chancellor for UR and supervises the director of corporate relations and one administrative support position. Candidates for this position should be a UC Davis member of the Academic Senate or the Academic Federation with significant experience in corporate relations.

The Faculty Coordinator for Campus Corporate Relations will coordinate and work closely with the Vice Chancellor for UR, Vice Chancellor for Research, and the Provost/EVC to create a strategic, campuswide faculty/administration partnership that supports a robust, dynamic and successful approach to corporate relations. Working jointly with the Director of Corporate Relations, the Faculty Coordinator for Campus Corporate Relations will assist deans, department chairs, and center directors in creating the department-based infrastructure and support systems necessary for successful corporate relations. In close consultation with the Deans, Federation and the Senate, the Faculty Coordinator for Campus Corporate Relations will work to identify high priority corporate/faculty pairings for exploration of sponsored programs and projects.

The Faculty Coordinator for Campus Corporate Relations is expected to provide leadership in the coordination of all aspects of the campus’s existing and expanding corporate relations outreach and engagement efforts. Specifically the Faculty Coordinator for Campus Corporate Relations will work to:

- Identify and solicit corporate prospects with both domestic and international partners
- Identify and solicit faculty prospects/proposals with emphasis on joint research efforts between faculty and corporate partners
- Facilitate exploratory contacts between faculty and corporate sponsors to enhance the degree of interaction between corporate partners and faculty
- Enhance faculty awareness of corporate research and interactions. Through consultation with deans and department chairs, assist faculty members in understanding the potential and limitations of working with corporate partners.

This is a half-time appointment expected to be a five-year position with the possibility for renewal. A stipend and/or teaching release may be approved depending upon the programmatic needs of the home department.

Applicants should include a letter of interest that outlines qualifications for the position and includes current curriculum vitae, the names of three references, and any additional supporting information the candidate chooses to provide.

Review of candidates will begin June 23, 2010. The position will remain open until filled. Nominations and applications should be submitted to the Office of Vice Chancellor for University Relations. Please contact Loraine Covello, Special Assistant to the Vice Chancellor for University Relations at lcovello@ucdavis.edu for questions or additional information.

Best regards,

Beverly “Babs” Sandeen
Vice Chancellor, University Relations
Adela de la Torre
VICE CHANCELLOR ADELA DE LA TORRE  
Student Affairs

RE: Vice Chancellor Appointment – Resource Letter

Dear Adela:

I am very pleased that you have agreed to serve as Vice Chancellor for Student Affairs effective August 1, 2013. A separate letter will be provided outlining your personal salary, benefits, and other terms of employment. In this letter, I write to outline the fiscal support that the campus will provide for your research program and other needs.

Center for Transnational Health
The campus will allocate funds annually for a full-time analytical position, a post-doctoral scholar and graduate student researchers (GSRs). For the GSRs, the campus will fund a full-time position for the summer and two quarter-time positions for the academic year including salary, benefits, and tuition expenses. Funding for the post-doc scholar and the analytical position will include salary and benefits and the funding will increase consistent with the campus salary program and changes to the composite benefits rates. BIA will transfer funds annually to cover actual expenses of these positions throughout your tenure as vice chancellor.

Vice Chancellor's Immediate Office
I will provide a base allocation of $165,000 that you may use for staff or other support you determine necessary in the vice chancellor's immediate office.

I thank you again for agreeing to serve in this critical leadership position and trust that these resources will help facilitate your continued success as vice chancellor.

Sincerely,

Linda P.B. Katehi  
Chancellor

Ikb

C: Provost and Executive Vice Chancellor Hexter  
Associate Vice Chancellor Ratliff
Survey Source: Mercer Council of Teaching Hospitals and Health Systems (COTH) Custom Analysis

The compensation described above shall constitute the University's total commitment until modified by the Regents and shall supersede all previous oral and written commitments. Compensation recommendations and final actions will be released to the public as required in accordance with the standard procedures of the Board of Regents.

Submitted by: UC Irvine Chancellor Drake
Reviewed by: President Yudof
Committee on Compensation Chair Ruiz
Office of the President, Human Resources

D. The Vice Chair of the Committee on Compensation and the President of the University approved the following recommendations:

(1) Appointment of and Compensation for Adela de la Torre as Interim Vice Chancellor – Student Affairs, Davis Campus

Background to Recommendation

The campus requested approval for the appointment of and compensation for Adela de la Torre as Interim Vice Chancellor – Student Affairs, Davis campus, effective no later than August 1, 2012, through July 31, 2013, or until the appointment of a new Vice Chancellor – Student Affairs, whichever occurs first. The position Ms. de la Torre will assume is in the Senior Management Group program and slotted in SLCG Grade 108 (Minimum $192,300, Midpoint $244,900, Maximum $297,400). Approval by interim action was necessary so the faculty and students could be informed about the Interim Vice Chancellor – Student Affairs, and so that Ms. de la Torre could organize efforts to prepare for the start of the fall semester, which began in August.

This urgent request was the result of the previous incumbent, Fred E. Wood, resigning effective July 2, 2012, to become the Chancellor at the University of Minnesota in Crookston. The campus will conduct a nationwide search for Mr. Wood’s replacement.
Ms. de la Torre is a professor in the Department of Chicana/o Studies and the Director of the Center for Transnational Health. She has served in academic leadership roles in three academic settings for almost 20 years. At UC Davis, Ms. de la Torre has successfully raised more than $20 million in external funds to support educational outreach, recruitment, health education and training programs. She is an accomplished administrator with a record of successful fiscal management, human resource management, strategic planning, and media relations.

In connection with this appointment, the campus requested an administrative stipend of $21,454 (ten percent of base salary) while Ms. de la Torre serves as Interim Vice Chancellor – Student Affairs. This stipend will increase Ms. de la Torre's current cash compensation from $214,544 to $235,998. The market median salary for this position according to data obtained from the 2012 College and University Professional Association (CUPA) survey is $247,299.

This position is paid 100 percent from State General Funds.

Recommendation

The following items were approved in connection with the term appointment of and total compensation for Adela de la Torre as Interim Vice Chancellor – Student Affairs, Davis campus:

a. Appointment of Adela de la Torre as Interim Vice Chancellor – Student Affairs, Davis campus, effective August 1, 2012, through July 31, 2013, or until the appointment of a Vice Chancellor – Student Affairs, whichever occurs first.

b. Per policy, an administrative stipend of ten percent ($21,454) of adjusted faculty base salary for the duration of the appointment, raising her current base salary from $214,544 to $235,998. The Vice Chancellor – Student Affairs position is part of the Senior Management Group program and is slotted in SLCG Grade 108 (Minimum $192,300, Midpoint $244,900, Maximum $297,400).

c. Per policy, continuation of standard pension and health and welfare benefits.

d. Per policy, continued accrual of sabbatical credits as a member of tenured faculty.

e. This appointment will be at 100 percent time.
COMPARATIVE ANALYSIS

**Recommended Compensation**

Effective Date: Upon approval but no later than August 1, 2012  
Annualized Faculty Base Salary: $214,544  
Administrative Stipend: $21,454 (10 percent of base salary)  
Target Cash Compensation:* $235,998  
Grade Level: SLCG Grade 108  
(Minimum $192,300, Midpoint $244,900, Maximum $297,400)  
Funding Source: partially or fully State-funded (annual base salary and administrative stipend)

**Budget &/or Prior Incumbent Data**

Title: Vice Chancellor – Student Affairs  
Base Salary: $210,000  
Target Cash Compensation:* $210,000  
Grade Level: SLCG Grade 108  
(Minimum $192,300, Midpoint $244,900, Maximum $297,400)  
Funding Source: partially or fully State-funded

* Target Cash Compensation consists of base salary and, if applicable, incentive and/or stipend.

**COMPETITIVE ANALYSIS**

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<td>-4.3%</td>
<td>-11.9%</td>
<td>-14.8%</td>
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The compensation described above shall constitute the University's total commitment until modified by the Regents and shall supersede all previous oral and written commitments. Compensation recommendations and final actions will be released to the public as required in accordance with the standard procedures of the Board of Regents.

Submitted by: UC Davis Chancellor Katehi  
Reviewed by: President Yudof  
Committee on Compensation Chair Ruiz  
Office of the President, Human Resources

The compensation described above shall constitute the University's total commitment until modified by the Regents or the President, as applicable under Regents policy, and shall supersede all previous oral and written commitments. Compensation recommendations and final actions will be released to the public as required in accordance with the standard procedures of the Board of Regents.

Submitted by: Executive Vice President – Business Operations
Brostrom

Reviewed by: President Yudof
Committee on Compensation Chair Kieffer
Office of the President, Human Resources

(8) Appointment of and Compensation for Adela de la Torre as Vice Chancellor – Student Affairs, Davis Campus

Background to Recommendation

Action under interim authority was requested to approve the appointment of and compensation for Adela de la Torre as Vice Chancellor – Student Affairs, Davis campus, with an annual base salary of $243,078, effective August 1, 2013.

Following a comprehensive national search, Adela de la Torre was identified as the top candidate for the position of Vice Chancellor – Student Affairs. She is an accomplished leader, having served in academic leadership roles at the California State University system, the University of Arizona, and UC Davis. Ms. de la Torre has worked diligently to improve access, communication, and equity for underserved communities and groups.

This position was previously held by Fred E. Wood, who left the University on July 2, 2012. Ms. de la Torre, Professor and Director of Department of Chicano/a Studies at UC Davis, served as the Interim Vice Chancellor – Student Affairs from August 1, 2012 to July 31, 2013.

In this interim capacity, she received a base salary of $235,998, which represented a ten percent increase to her annualized faculty salary. Her base salary was higher than the previous incumbent's salary as Vice Chancellor and also higher than that of other UC Vice Chancellors – Student Affairs. Effective July 1, 2013, Ms. de la Torre received the three percent salary increase consistent with the Policy-Covered (Non-Represented) Staff Salary Plan for fiscal year 2013-14. This brought her annual salary as Interim Vice Chancellor – Student Affairs to $243,078.
Her proposed base salary as the career Vice Chancellor – Student Affairs is identical to this amount. Though it is 15.8 percent more than the previous incumbent’s base salary of $210,000, it should be noted that Mr. Wood did not receive any additional salary increases since his initial appointment salary of $210,000 in 2007. Ms. de la Torre has experience working closely with student activists during campus protests and is effective at listening and helping to minimize tension within groups. These have proven to be key attributes for the UC Davis Vice Chancellor – Student Affairs.

This position is partially or fully State-funded.

Action under interim authority was requested to allow Ms. de la Torre to continue her leadership as Vice Chancellor – Student Affairs as she finalizes the strategic planning process currently under way for the start of the academic year.

Recommendation

The following items were approved in connection with the appointment of and compensation for Adela de la Torre as Vice Chancellor – Student Affairs, Davis campus:

a. Per policy, appointment of Adela de la Torre as Vice Chancellor – Student Affairs at 100 percent time.

b. Per policy, an annual base salary of $243,078, which includes the three percent across-the-board salary increase.

c. Per policy, standard pension and health and welfare benefits and standard senior management benefits (including senior management life insurance and executive salary continuation for disability after five years of Senior Management Group service).

d. Per policy, eligible for accrual of sabbatical credits as a member of tenured faculty.

e. Per policy, eligible to participate in the UC Home Loan Program, subject to all applicable program requirements.

f. If Ms. de la Torre maintains an active research program during her appointment as Vice Chancellor – Student Affairs, an allocation of campus funding will be established for this research during the term as Vice Chancellor – Student Affairs.

g. This action will be effective August 1, 2013.
COMPARATIVE ANALYSIS

**Recommended Compensation**
- **Effective Date:** August 1, 2013
- **Title:** Vice Chancellor – Student Affairs
- **Base Salary:** $243,078
- **Target Cash Compensation:** $243,078
- **Market Reference Zone:** 25th percentile - $199,000; 50th percentile - $231,000; 60th percentile - $236,000; 75th percentile - $244,000; 90th percentile - $270,000
- **Funding:** partially or fully State-funded

**Budget &/or Prior Incumbent Data**
- **Title:** Vice Chancellor – Student Affairs
- **Annual Base Salary:** $210,000
- **Target Cash Compensation:** $210,000
- **Market Reference Zone:** 25th percentile - $199,000; 50th percentile - $231,000; 60th percentile - $236,000; 75th percentile - $244,000; 90th percentile - $270,000
- **Funding:** partially or fully State-funded

*Target Cash Compensation consists of base salary and, if applicable, incentive and/or stipend.

COMPETITIVE ANALYSIS

<table>
<thead>
<tr>
<th>Percentiles</th>
<th><strong>MARKET REFERENCE ZONE FOR BASE SALARY</strong></th>
<th><strong>MARKET COMPOSITE FOR TARGET CASH COMPENSATION (Data not available for this position.)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>25&lt;sup&gt;th&lt;/sup&gt;</td>
<td>50&lt;sup&gt;th&lt;/sup&gt;</td>
</tr>
<tr>
<td>Market Data</td>
<td>$199K</td>
<td>$231K</td>
</tr>
<tr>
<td>% Difference from Market</td>
<td>22.1%</td>
<td>5.2%</td>
</tr>
</tbody>
</table>

**Survey Source:** College and University Professional Association (CUPA) Administrative Compensation Survey. CUPA reports base salary only.

The compensation described above shall constitute the University’s total commitment until modified by the Regents, the President, or the Chancellor, as applicable under Regents policy, and shall supersede all previous oral and written commitments. Compensation recommendations and final actions will be released to the public as required in accordance with the standard procedures of the Board of Regents.
Approval of Participation in the Mortgage Origination Program for Nathan Brostrom, Executive Vice President – Business Operations, Office of the President

Background to Recommendation

The Mortgage Origination Program (MOP) supports the recruitment and retention of faculty and Senior Managers by providing them first deed of trust financing in the purchase of a principal residence. Applicants must meet the qualifying criteria before the loan is funded.

The eligible population for the Mortgage Origination Program (MOP) includes full-time University appointees who are members of the Senior Management Group (SMG), as stated in Regents Policy 5305: Policy on University of California Mortgage Origination Program. Thus, Executive Vice President (EVP) – Business Operations Brostrom is eligible for the Mortgage Origination Program as a member of the SMG. However, as a Level One SMG, EVP Brostrom’s participation in the MOP must be approved by the Regents.

Because he owned his residence and relocation was not necessary at the time, approval for MOP participation was not sought in connection with EVP Brostrom’s original career appointment as Vice Chancellor for Administration, UC Berkeley, February 2006 or his subsequent appointments (August 2009 appointment as Interim Executive Vice President – Business Operations, Office of the President followed by his career appointment as Executive Vice President – Business Operations, Office of the President in January 2010). EVP Brostrom has not previously participated in the UC MOP program.

Appointment items for SMGs may include eligibility for MOP loans, even for those who do not anticipate taking advantage of the program. Designation for MOP participation will continue to be subject to approval by the appropriate local authority, based on the location’s recruitment and retention needs. Neither eligibility to participate nor designation for participation constitutes loan approval. Loan approval is contingent upon satisfaction of all program requirements.

Interim action was requested in order to enable EVP Brostrom to proceed with purchase of a principal residence.

The source of funds for the MOP is the University’s Short-Term Investment Pool (STIP).
The compensation described above shall constitute the University’s total commitment until modified by the Regents, the President, or the Chancellor, as applicable under Regents policy, and shall supersede all previous oral and written commitments. Compensation recommendations and final actions will be released to the public as required in accordance with the standard procedures of the Board of Regents.

Submitted by: UCSF Chancellor Hawgood
Reviewed by: Committee on Compensation Chair Reiss
Office of the President, Human Resources

Committee vote: Regents Elliott, Kieffer, Lansing, Lozano, Napolitano, Ortiz Oakley, Reiss, Sherman, and Varner voting “aye.”


D. APPOINTMENT OF AND SALARY ADJUSTMENT FOR ADELA DE LA TORRE AS VICE CHANCELLOR – STUDENT AFFAIRS AND CAMPUS DIVERSITY, DAVIS CAMPUS

Background to Recommendation

Approval is requested for a salary adjustment for Adela de la Torre as Vice Chancellor – Student Affairs and Campus Diversity, Davis campus, and in recognition of the expansion of her duties to include campus oversight of all diversity efforts for students, faculty and staff. This is in lieu of hiring a new employee to handle campus-wide diversity efforts. Consistent with the expansion of duties, Ms. de la Torre’s title will change from Vice Chancellor – Student Affairs to Vice Chancellor – Student Affairs and Campus Diversity. The proposed adjustment will increase Ms. de la Torre’s annual base salary by 22.6 percent, from $252,801 to $310,000. Because the proposed increase will place Ms. de la Torre’s base salary above the 75th percentile of this position’s Market Reference Zone (MRZ), this action requires Regents’ approval.

The campus had contemplated recruiting for a new Vice Chancellor for Campus Diversity, Equity, and Inclusion but decided to add this responsibility to Ms. de la Torre’s portfolio in order to be more cost-efficient, with the anticipated savings expected to be approximately $100,000.

Ms. de la Torre has provided outstanding leadership as Vice Chancellor – Student Affairs since her appointment in August 2013. Currently, Ms. de la Torre oversees Student Affairs and is responsible for the wide array of services and programs including Student Housing, Student Academic Success Center, Office of Financial Aid, Office of the Registrar, Campus Recreation and Unions, and UC Davis Stores. The Division of Student Affairs encompasses 24 defined departments with operational budgets exceeding
$400 million annually, Ms. de la Torre is responsible for overseeing 756 professional staff and approximately 3,000 students.

In assuming the campus diversity role, Ms. de la Torre will be delegated full responsibility as the chief campus official responsible for ensuring the diversity of UC Davis' staff, faculty, and graduate and undergraduate student populations. The campus Associate Executive Vice Chancellor for Campus Community Relations will report jointly to the Chancellor and to Ms. de la Torre, and the UC Davis Health System's Associate Vice Chancellor of Diversity and Inclusion will have a dotted-line reporting relationship to Ms. de la Torre. Additionally, all faculty and staff with a role in diversity, equity, and inclusion efforts will report either directly or indirectly to Ms. de la Torre. This new and additional responsibility is not typically found in the traditional Vice Chancellor – Student Affairs role and will have significant impact in ensuring UC Davis' long-term success towards further diversifying the campus' staff, faculty and student populations.

One of Ms. de la Torre's goals as head of Student Affairs is to establish UC Davis as a model of diversity and tolerance through proactive outreach and application of its Principles of Community. In support of this goal, the Division of Student Affairs has implemented expanded services for students with disabilities; created a stipend award program to assist students with a desire to participate in international internships; provided expanded services to international students; published the first Middle Eastern, Muslim and South Asian Student resource guide; partnered with the School of Education to offer a new course, "Understanding Educational Equity"; piloted the Veteran's Success class to address the issues and challenges veterans face in transitioning from military to civilian life; and offered the Women in Science and Engineering (WISE) mentorship program to provide support, retention strategies, and tips for success for students of underrepresented genders in the STEM (Science, Technology, Engineering and Mathematics) fields.

Ms. de la Torre will be tasked with developing appropriate policies, procedures, programs and initiatives for all students, staff, and faculty to ensure that UC Davis is known for its welcoming and inclusive environment and its respect and appreciation for diversity, equity, and inclusion. Currently, no single UC Davis senior leader is vested with oversight of these issues nor designated as the primary driver of this ongoing campus priority. The campus had contemplated creating a new Vice Chancellor position to support these responsibilities but decided it would be more cost-effective to incorporate these responsibilities into Ms. de la Torre's portfolio. This expanded role for Ms. de la Torre will also increase her staff headcount by five full-time equivalent employees (FTEs) and all campus staff and faculty with a role in equity, diversity, and inclusion efforts will have a dotted-line reporting relationship to Ms. de la Torre.

In addition, Ms. de la Torre's compensation level, coupled with her strong performance, has made her a target for recruitment by competing institutions. A vacancy in the Vice Chancellor – Student Affairs position at UC Davis would result in severe disruption to campus operations and disservice to the diversity community of UC Davis. A vacancy
would not only jeopardize progress in the campus’ bold “2020 Initiative,” it could also put at risk Davis’ aspiration to become a Hispanic-Serving Institution (HSI) by fall 2019.

Ms. de la Torre’s proposed annual base salary of $310,000 will place her slightly above the 75th percentile of the Market Reference Zone (MRZ). This reflects an appropriate position within the MRZ, consistent with Regents Policy 7701, Senior Management Group Appointment and Compensation, since the inclusion of the campus diversity responsibilities for all staff, faculty, and students reflects a significantly larger, broader, and more complex job than that of her peers and the typical Student Affairs benchmark position used in the market surveys.

This position is funded partially or fully by State funds.

Recommendation

The Committee recommends approval of the following items in connection with the appointment of and salary adjustment for Adela de la Torre as Vice Chancellor – Student Affairs and Campus Diversity, Davis campus:

(1) Appointment of Adela de la Torre as Vice Chancellor – Student Affairs and Campus Diversity, Davis campus, at 100 percent time.

(2) Per policy, 22.6 percent ($57,199) increase to annual base salary resulting in a new annual base salary of $310,000.

(3) Per policy, continuation of standard pension and health and welfare benefits and standard senior management benefits (including senior management life insurance and executive salary continuation for disability after five years of Senior Management Group service).

(4) Per policy, continued eligibility for accrual of sabbatical credits as a member of tenured faculty.

(5) Per policy, continued eligibility to participate in the UC Home Loan Program, subject to all applicable program requirements.

(6) This action will be effective upon approval.

COMPARATIVE ANALYSIS

**Recommended Compensation**

**Effective Date:** upon approval

**Base Salary:** $310,000

**Target Cash Compensation:** $310,000

**Funding:** fully or partially State-funded
Budget &/or Prior Incumbent Data
Title: Vice Chancellor – Student Affairs
Base Salary: $252,801
Target Cash Compensation: * $252,801
Funding: fully or partially State-funded

*Target Cash Compensation consists of base salary and, if applicable, incentive and/or stipend.

COMPETITIVE ANALYSIS FOR VICE CHANCELLOR – STUDENT AFFAIRS

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Survey Source: College and University Professional Association (CUPA) Administrators in Higher Education Salary Survey

Compensation details for Student Affairs positions are provided below. Please note that these positions are not comparable to the UC Davis position given the breadth and complexity of their duties, span of control, experience requirements, or other relevant factors.

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<th>Job title</th>
<th>Regular pay</th>
<th>Other pay</th>
<th>Total benefits</th>
<th>Total pay &amp; benefits</th>
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<td>Dean Student Affairs, Glendale Community College, 2013</td>
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Data is based on 2013 compensation, last updated February 2015

The compensation described above shall constitute the University's total commitment until modified by the Regents, the President, or the Chancellor, as applicable under

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Consistent with the Budget Act and direction by the Regents, the University will present revised Market Reference Zones in September that incorporate compensation for comparable State, County and municipal positions.
Regents policy, and shall supersede all previous oral and written commitments. Compensation recommendations and final actions will be released to the public as required in accordance with the standard procedures of the Board of Regents.

Submitted by: UC Davis Chancellor Katehi
Reviewed by: President Napolitano Committee on Compensation Chair Reiss
Office of the President, Human Resources

Committee vote: Regents Elliott, Kieffer, Lansing, Lozano, Napolitano, Ortiz Oakley, Reiss, Sherman, and Varner voting “aye.”


E. SALARY ADJUSTMENT USING NON-STATE FUNDING FOR DONALD DEPAOLO AS ASSOCIATE LABORATORY DIRECTOR – ENERGY SCIENCES, LAWRENCE BERKELEY NATIONAL LABORATORY

Background to Recommendation

Approval is requested for a salary adjustment for Donald DePaolo as Associate Laboratory Director – Energy Sciences, Lawrence Berkeley National Laboratory (LBNL), increasing his base salary by nine percent from $363,252 to $395,944 effective July 1, 2015, using Department of Energy (DOE) funding.

It is critical that LBNL retain Mr. DePaolo as Associate Laboratory Director – Energy Sciences to provide continuity and ensure a smooth transition to a new Laboratory Director. DOE has recently expressed concern about the number of leadership roles that are filled with interim or acting appointments. If his increase is approved, Mr. DePaolo has committed to remaining in his current role until a new Laboratory Director is appointed who can oversee the search to replace Mr. DePaolo upon his retirement. This action requires Regental approval because Mr. DePaolo’s proposed base salary of $395,944 is above the 75th percentile of the applicable Market Reference Zone (MRZ). Given Mr. DePaolo’s highly specialized credentials, professional accomplishments, depth of expertise, and solid performance and contribution to the Laboratory, the proposed salary placement in the MRZ is consistent with the Regents’ Policy 7701, Senior Management Group Appointment and Compensation.

This increase will be funded using non-State funds provided by the DOE,
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Need help with Decision Support? Try our help page. Additional resources are available on our FIS website.
Position Summary

Employee Details
Employee First Name: Emily
Employee Last Name: Prieto
Employee ID: [Redacted]

Classification
Payroll Title: ANALYST IV
Payroll Title Code: 7237
Job Group: 807
Overtime Eligible: Exempt
Employee Relations Unit: 99
Representation: Uncovered
PSS Salary Grade: 1

Position Description
Position Number: 02915641
Dept: OFFICE VICE CHAN STUDENT AFFAIRS 058000
Position: EXECUTIVE ANALYST TO THE VICE CHANCELLOR
MEERA/Union Representation: This position is not represented by a collective bargaining unit

IMMEDIATE SUPERVISOR
Supervisor Name: Adela De La Torre
Supervisor Payroll Title: Vice Chancellor
Supervisor Phone Number: 752-4865

POSITION DETAILS
Job Summary: Acting autonomously on behalf of the vice Chancellor, manage all matters relating to the business and administration of the Vice Chancellor's daily responsibilities. Monitor and assure progress in achieving Vice Chancellor-inspired initiatives. Support the Vice Chancellor's communications and relationship-strengthening needs, drafting sensitive or high-level correspondence or reports. Work with executive staff support operations and resources for the Vice Chancellor, ensuring that needs and expectations are met. Represent the Vice Chancellor to faculty, staff and students at UC Davis, administrators and officers at other UC campuses and UC Office of the President. Manage and support the work of the Vice Chancellor. Manage

https://www.employment.ucdavis.edu/userfiles/jsp/shared/generalFunctionAreaClipboard/Printable... 8/21/2013

special projects and support the executive support team in the Officers of the Vice Chancellor.

Campus Job Scope:

Department Specific Job Scope:

Positions Supervised:

100% EXECUTIVE MANAGEMENT
Provide the full scope of administration, analysis, and coordination for the Vice Chancellor. Represent the Vice Chancellor to campuswide, systemwide and external constituents. Coordinate communications, schedules, activities, and external constituents. Coordinate communications, schedules, activities, and projects of the Vice Chancellor with the Executive Assistant. Draft sensitive/high-level correspondence or reports. Liaison with the Office of the President and the campus for matters pertaining to the Chancellor. Independently assess and respond to inquiries that do not require the attention of the Vice Chancellor.

Collaborate with the Vice Chancellor and other Student Affairs senior leadership to facilitate programs and special projects. Direct and manage analytical and ad hoc projects for the Vice Chancellor; assist in responding to multifaceted issues that will enhance short and long-term goals and priorities. On behalf of the Vice Chancellor, prepare reports, documents and proposals. Provide sound solutions and recommendations to problems; assessing campus priorities and issues to identify best approaches.

Work closely with the Vice Chancellor, Associate Vice Chancellor, leadership team and other key campus contacts to coordinate all external campus affairs involving the Vice Chancellor. Ensure that these activities meet the needs and expectations of the Vice Chancellor.

Essential Responsibilities:

Identify, gather and maintain information used by the Vice Chancellor for campuswide, systemwide, national, and international meetings, appointments and special events. Ensure the Vice Chancellor is well prepared to present herself and UC Davis with distinction. Manage and protect professional, administrative, and confidential information. Coordinate with Executive Team the Vice Chancellor's Communications and to ensure appropriate and timely dissemination of information.

Coordinate with the executive support team to ensure that the Vice Chancellor is fully informed on all pertinent matters impacting Student Affairs and the campus.

20% ORGANIZATION & STRATEGIC MANAGEMENT
Develop and implement business processes and outcomes to ensure quality standards are met and the team is providing the highest level of service to the Vice Chancellor and other executives. Design tools and methods that reflect best practices, foster information sharing, increase efficiency.

Responsible for analyzing surveys and responsible for leading strategic discussions with inclusive groups and committees.

Assist in formulating a strategic plan and responsible for establishing measurable success metrics for various Student Affairs projects.

Prepare reports, work flow diagrams and charts.
Physical Demands:
Use computer for extended periods of time.
Work occasional evenings/nights, varied lunch hours, and be able to receive calls at home; vacation periods may be limited by the Vice Chancellor's schedule.

Work Environment:
Provide own transportation to off-site events and meetings.
UC Davis is a smoke and tobacco free campus effective January 1, 2014. Smoking, the use of smokeless tobacco products, and the use of unregulated nicotine products (e-cigarettes) will be strictly prohibited on any UC Davis owned or leased property, indoors and outdoors, including parking lots and residential space.

Background Check Required:
This position is a critical position and subject to a background check. Employment conditional upon successful completion of background investigation, including criminal history and identity checks. Yes

QUALIFICATIONS
Experience providing administrative management support to a high level administrator in a large, complex, multi-disciplined environment.
Writing and editorial experience to produce clear, well-organized information, experience editing copy for correct grammar, spelling and punctuation.
Experience with building relationships with diverse/underserved students and mediating and resolving conflict.
Experience working in a business environment that requires interpersonal communication skills to create and maintain professional collaborative working relationships.
Political acumen and collegial communication skills to interact with faculty, staff, students, the public, and persons at all levels of the hierarchy (nationally and internationally) with varying levels of expertise, interest, and personal investment in the activities of the Vice Chancellor.
Experience researching and analyzing information with the skills to think logically and identify anomalies, trends and potentially invalid data.
Skill to develop effective communications and relationship strengthening strategies with a diverse range of constituents.
Experience in the nature and operation of a major research university within a public higher education setting and in areas of Student Affairs.
Experience developing and implementing best practices.
Skills in performance management, problem resolution and the disciplinary process.
Experience building, mentoring, and guiding a cohesive, service-oriented team.
Organizational skills to work on projects with competing deadlines, and to establish goals and workload priorities.
Experience identifying and evaluating a range of approaches, with skill constraints, and available resources.
Skills to ascertain relevant information and determine the level of impact on the Vice Chancellor's commitments and responsibilities.
Skills to extract and synthesize information from a variety of sources and to translate, define and present those issues to the Vice Chancellor.
Experience providing executive management support to a high level academic administrator.

https://www.employment.ucdavis.edu/userfiles/asp/shared/generalFunctionArea/Printable.doc 
8/21/2013

SIGNATURES

Employee
I have read this position description and understand its contents.

Supervisor
This position description accurately describes the essential responsibilities assigned to this position.

Department Head
This position description accurately describes the essential responsibilities assigned to this position.

Data: 01/01/13

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## Position Summary

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IMMEDIATE SUPERVISOR

Supervisor Name:            Aleta De La Torre
Supervisor Payroll Title:   Vice Chancellor - Student Affairs
Supervisor Phone Number:    752-8868

POSITION DETAILS

Role Summary: Acting as a manager on behalf of the Vice Chancellor, manage all aspects of the management and administration of the Vice Chancellor's office, including daily operations and responsibilities.

Department Specific Job Scope:
The Vice Chancellor's Office, part of the Division of Student Affairs, supports the University's academic mission. It is responsible for the successful delivery of student support services, academic support services, and financial aid programs.

Enrollments Supported:
- 3HRS (Evaluation Unit) TDC
- 5HRS (Evaluation Unit) TDC
- 5HRS (Evaluation Unit) TDC

Institutional Support:
- 5HRS (Evaluation Unit) TDC
- 5HRS (Evaluation Unit) TDC
- 5HRS (Evaluation Unit) TDC

60% EXECUTIVE MANAGEMENT

Represent the Vice Chancellor in campus-wide, system-wide and external environments, draft semi-annual and annual reports, liaison with the Chancellors President and the staff for matters pertaining to the Vice Chancellor. Independently assess and respond to requirements that do not require the attention of the Vice Chancellor.

Collaborate with the Vice Chancellor and other Student Affairs senior leadership to facilitate programs and special projects. Direct and manage analyses and ad hoc projects for the Vice Chancellor; assist in responding to multifaceted issues that will enhance short and long-term goals and priorities. Provide sound solutions and recommendations to problems, balancing campus priorities and issues to identify best approaches.

Work closely with the Vice Chancellor, Associate Vice Chancellor, leadership team and other key campus contacts to coordinate all external campus efforts involving the Chancellor, plan events that align with the needs and expectations of the Vice Chancellor.

Participate in the Council of Academic Deans (CAD), Academic Senate, liaison to Vice Provost of Undergraduate Education.

Provide oversight for the Executive Leadership Teams to ensure that the Vice Chancellor is informed of all pertinent matters impacting Student Affairs and the campus.

10% OPERATIONAL MANAGEMENT

Vice Chancellor’s designee for oversight of Student Affairs

Academic initiatives including but not limited to perform principal management, supervisory and regulatory in the Menthol

Professional/Project initiatives

AHS program, Student Assistant to the Chancellor, Blue Ribbon Commission initiatives

Metrics Planning/Implementation Unit and Undergraduate Orientation

AHS Program.

Plan and develop new AHS program, to identify all project tasks, location, deliverables, timeline and ongoing project teams.

Manage hiring of new staff and development of new campus volunteer.

Identify and documentation projects and responsibilities for Center analyst.

Develop design, resources, implementation, quality assurance, and plans that reflect the planning's approach to the innovative technology for center and other centers.

Maintain strong relationships and build campus impact implications.

Support in Vice Chancellor in a manner that defends programs against the plan, barriers, risks, contingencies, costs.

60% Liaison Support

Responsible for analyzing surveys and responsible for leading strategic discussions with inclusive groups and committees.

Responsible for formulating a strategy plan and responsible for establishing measurable success metrics for various Student Affairs projects.

Prepare reports, work flow diagrams and charts

Physical Demands

Use computer for extended periods of time.

Work occasional evenings, weekends, varied lunch hours, and be able to receive calls at home, which may be limited by the Vice Chancellor's schedule.

Prohibit own transportation at off-site events and meetings.

Work Environment

Position is a university position for known or suspected child abuse and requires that a statement acknowledging the requirements to report child abuse be signed.

UC Davis is a smoke-free campus effective January 1, 2014. Smoking the use of tobacco and nicotine products, and the use of non-prescription nicotine products in campus buildings is not allowed unless otherwise prohibited by the UC Davisapproved Internal Iproperty, student and research, including parking lots and residential space.

Drug and Check Requirement:

This position is a CLEP position and includes a drug/alcohol check.

Employment is contingent upon successful completion of background investigation and background check.

Yes

QUALIFICATIONS

Experience providing administrative management support in a high level circumstance in a large, complex, multi-disciplinary environment.

Experience working in a business environment that requires interpersonal, communication, skills to create and maintain professional collaborative working relationships.

Facilitative and collaborative communication skills to facilitate with faculty, staff, students, the public, and partners at all levels of the university (locally and nationally) with varying levels of expertise, interest, and potential involvement in the activities of the Vice Chancellor.

Experience researching and analyzing information with the skills:

10% LIASON SUPPORT

Responsible for analyzing survey and responsible for leading strategic discussions with exclusive groups and communities.

Responsible for formulating a strategic plan and responsible for establishing measurable success criteria for various Student Affairs projects.

Prepare reports, work flow diagrams and charts.

Use software for extended periods of time.

Work occasional evening/night shifts, varied lunch hours, and be able to provide on call home. Vacation periods may be limited by the Vice Chancellor's schedule.

Provide own transportation to off-site events and meetings.

Position is a mandatory reporter for known or suspected child abuse and requires that a statement acknowledging the requirement to report child abuse be signed.

UC Davis is a smoke and tobacco free campus effective January 1, 2014. Smoking, the use of tobacco products, and the use of marijuana and marijuana products (resin, hash, etc.) will be strictly prohibited on any UC Davis owned or leased property, indoors and outdoors, including buildings and residential space.

Background Check Required:

This position is a critical position and subject to a background check. Employment is contingent upon successful completion of background investigation, including criminal history and identity checks.

QUALIFICATIONS

Minimum Qualifications:

- Experience providing administrative management support in a high level/organization in a large, complex, multi-disciplinary environment
- Experienced working in a business environment that requires interpersonal communication skills to create and maintain professional collaborative working relationships
- Political acumen and aligned communication skills to interact with faculty, staff, students, the public, and partners at all levels of the hierarchy (internally and externally) with varying levels of expertise, interest, and personal investment in the activities of the Vice Chancellor
- Experience researching and analyzing information with the skills

as think logically and identify anomalies, trends and potentially invalid data.

- Writing and editorial experience in print and online, well organized information; experience editing copy for correct grammar, spelling and punctuation.

- Ability to develop effective communications and maintain strategic, strengthening strategies with a diverse range of constituents.

- Experience in the recruitment and operation of a major research university within a public higher education setting and in terms of Student Affairs.

- Experience in performance management, problem resolution and the disciplinary processes.

- Experience building, mentoring, and guiding a cohesive, service-oriented team.

- Organizational skills to work on projects with competing deadlines, and to establish goals and establish priorities.

- Experience identifying and evaluating a range of approaches, with skill constraints, and leadable resources.

- Project management experience to take complex, high impact projects from conception to fruition. Skills to select, develop and implement a variety of diverse and adaptive strategies to influence desired outcomes.

- Experience setting goals and objectives, developing accountability measurement, motivating, and managing others and prioritizing workload to meet deadlines and budgets in an environment of multiple projects and changing priorities.

- Experience in strategic and operational planning, analysis and problem solving, and skill in examining, working processes, systems and organizational concerns for development in revision to accommodate change requirements.

- Skills in operation relevant information and determine the level of impact on the Vice Chancellor's commitments and responsibilities.

- Skills to extract and synthesize information from a variety of sources and to translate, define and present those issues to the Vice Chancellor.

- Experience providing executive management support to a high level academic administrator.

**SIGNATURES**

Employee

I have read this position description and understood its content.

[Signature]

Date: 4/8/15

This position description specifically describes the essential responsibilities assigned to this position.

Department Head

Date: 4/8/15

This position description accurately describes the essential responsibilities assigned to this position.
August 16, 2013

EMILY PHILCO
Via email to [REDACTED]

Dear Emily:

I am pleased to inform you that you have been selected for the position of Executive Analyst in the Office of the Vice Chancellor for Student Affairs. Your appointment will be at 100% time with a rate of $77,404 annually. Your direct supervisor is Vice Chancellor, Adela de la Torre.

Reasonable moving expenses up to $500 will be reimbursed. Specifics regarding what expenses we can consider and the documentation needed can be found at [http://emploi.ucdavis.edu/dfps/5490Sta/7740Sta/10]. We can cover moving expenses in accordance to policy.

In the initial recruitment process you were advised that your acceptance of this position is contingent upon successful completion of a background investigation. The UC Davis Shared Services Office HR will contact you directly to schedule an appointment with the campus Police Department.

Assuming successful completion of the process, we can confirm the date when your employment will begin. Until we receive that information, we have selected a potential start date of September 3, 2013 for you.

The payroll title for this position is Analyst IV (Title code 7919), which is considered exempt and therefore not eligible for overtime compensation.

Your position will be governed by Personnel Policies for Staff Members (PPSM) and you may want to take a few minutes familiarize yourself with the policies and UCD procedures which can be viewed at [http://www.hr.ucdavis.edu/policies/personnel/policies-for-staff-members.aspx].

Please contact me if you have questions. Otherwise, return this signed letter via the most convenient method. Congratulations!

I accept this offer of employment

[Signature]

Emily Price

8/14/2013

Sincerely,

[Signature]

Adela de la Torre, Ph.D.
Vice Chancellor of Student Affairs
Professor Chicano Studies Department
Director Center for Transnational Health
University of California, Davis