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Edwardsville Bulletin

To the Faculty and Staff of Southern Illinois University at Edwardsville

Vol. 9, No. 18
March 18, 1977

Free
Announcement

MEMO TO: The University Community
FROM: Kenneth A. Shaw, President *Kenneth A. Shaw*
SUBJECT: University Personnel Administration

1. I have established a working committee to design and conduct an evaluation of personnel administration in the University. The committee consists of: Dr. Ralph W. Ruffner, Senior Vice-President for Planning and Review; Dr. Edward J. Harrick, Associate Professor, Management, School of Business; and Dr. A. Ray Helsel, Associate Professor, Educational Administration and Supervision, School of Education. The charge to this committee includes the items which follow.
 - a. The evaluation will cover function, structure, operations and personnel.
 - b. The working committee will consult, on a frequent and regular basis, with Dr. Steven Sanders, President, The University Senate, and Mr. John Ulrich, Chairperson, The Non-Academic Employees Advisory Council, in order to keep their respective constituency groups informed regarding the progress of the evaluation, and to elicit as indicated the on-going assistance of their groups in the evaluation.
 - c. More specifically, with regard to b preceding, and as indicated by the NAEAC, such consultation will insure:
 - (1) constant monitoring of developments;
 - (2) constant involvement in the project; and
 - (3) early review of proposed plan (or working papers) so that the Council as a whole might have adequate time for review.
 - d. The final evaluation report will be submitted to all constituency groups for review and development of recommendation to me -- with the final target date for completion of the evaluation to be no later than the end of the Spring Quarter, 1977.
2. A year ago, on March 16, 1976, a temporary unit was established placing all personnel administration into one organizational entity. The functioning of this unit, "University Personnel Administration", is suspended pending the results of the evaluation of personnel administration as outlined in Section 1 preceding. Each Vice-President is responsible for personnel administration in his area, to be handled with current staff. The Senior Vice-President for Planning and Review also will supervise the Personnel Office (Civil Service) and will carry out other central personnel functions as required. Dr. Warren Joseph, Assistant Vice-President for University Personnel Administration, is relieved from this position and reassigned to the Acting Vice-President and Provost for the period March 21-June 30, 1977. Effective the Fall Quarter, 1977, Dr. Joseph will be assigned to the School of Fine Arts and Communications.