

**Administrative and
Professional Staff
Advisory Committee**

POLICY IV.1.1

Volume IV, Human Resources
Chapter 1, Advisory Committees
Issuing Office: Human Resource Services
Responsible Officer: Human Resources Director
Responsible Office: Human Resource Services
Originally Issued: May 6, 1988
Most Recently Revised: May 1, 2003

Statement of Policy

It is Purdue University's policy to solicit and carefully consider suggestions and advice from administrative and professional staff (A/P) when forming University policies and procedures and in other matters relating to the terms and conditions of A/P staff employment. To this end, the University formed the Administrative and Professional Staff Advisory Committee (APSAC) on May 6, 1988, to serve the University as a representative committee of A/P staff.

Reason for Policy

This policy outlines the structure and responsibilities of APSAC.

Who Should Know This Policy

- President
- Provost
- Chancellors
- Vice Presidents
- Deans
- Directors / Department Heads / Chairs
- Administrative and Professional Staff
- Human Resources Staff

Related Documents

APSAC Areas of Representation Chart

Contacts

Director of Human Resource Services (765) 494-7395
APSAC Facilitator (765) 494-7397
APSAC Secretary (765) 494-7383

Table of Contents

Statement of Policy	1
Reason for Policy	1
Who Should Know This Policy	1
Related Documents	1
Contacts	1
Table of Contents	2
Procedures	2
Responsibilities	3
History	4

Procedures

Appointment of Members

APSAC will be comprised of members of the University's administrative and professional staff as listed in the APSAC Areas of Representation Chart. Each APSAC member will serve for a three-year term beginning on June 1. Approximately one-third of the total membership will be appointed each year.

On the West Lafayette campus, an individual who wishes to become a member of APSAC must submit an application for membership as prescribed by APSAC. A subcommittee of APSAC will interview all individuals who apply for membership and will select individuals for the president of the University to consider for membership. The subcommittee will notify the appropriate dean, director, or vice president of newly-appointed representatives for their areas.

Individuals at the regional campuses who wish to become members of APSAC will be selected pursuant to procedures developed by those campuses. Individuals selected for membership at the regional campuses require the approval of the chancellor of the campus.

All individuals recommended for membership, whether at the West Lafayette campus or the regional campuses, require approval by the University president.

Consistent with the University's commitment to equal access and employment opportunity, all applicants will be considered for membership without regard to their race, religion, color, sex, age, national origin or ancestry, marital status, parental status, sexual orientation, disability, or status as a disabled or Vietnam-era veteran.

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Election of Officers

The chairperson and vice-chairperson will serve one-year terms beginning June 1. APSAC will elect the vice-chairperson at its April meeting. Upon completing his or her term, the vice-chairperson will automatically become the chairperson.

Meetings

APSAC will hold meetings on a regular basis as needed. APSAC members will be in pay status while attending APSAC meetings. Unless a meeting would unduly affect the APSAC member's University duties, supervisors and department heads are strongly encouraged to make arrangements that enable members to attend meetings.

Responsibilities

APSAC Members

APSAC will serve as an advisory group as outlined in the Statement of Policy section and will participate on a number of University-wide committees.

APSAC will include subcommittees that will address issues such a professional development, grants, compensation and benefits, APSAC infrastructure, and communication. Each subcommittee will have a chairperson.

APSAC may consider subject matter originating from any individual staff member or group of staff members, the University's administration, or any duly appointed University committee.

Chairperson and Vice-Chairperson

APSAC will have one chairperson and one vice-chairperson, who will jointly direct APSAC's activities. The chairperson and vice-chairperson will assist the University officer in serving as a primary point of contact with senior administration.

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Executive Committee

The APSAC chairperson, the APSAC vice-chairperson, the chairpersons of APSAC subcommittees, the APSAC facilitator, and the director of Human Resource Services will serve as the APSAC executive committee. The executive committee will meet once a month on the same day as the full APSAC meeting to consider the disposition of committee business.

University Officer

A University officer appointed by the president of the University will serve as the liaison with senior administrators at the University. Recommendations to the senior administration will be made through the University officer.

Director of Human Resource Services

The Director of Human Resource Services or his or her designee will facilitate APSAC meetings, assist the University officer with liaison functions, provide executive secretarial services to APSAC (*e.g.*, prepare minutes of meetings), and provide other necessary and appropriate support.

History

This policy supersedes **Executive Memorandum No. C-16**, which was originally issued May 6, 1988, and amended March 19, 1993, and December 13, 1999.