

November 7, 2025

Sharon Inkelas, Deputy Chief Ethics, Risk and Compliance Officer (CERCO)
Eugene Whitlock, Chief People & Culture Officer (CHRO) *
Fabrizio Meija, Interim Vice Chancellor of Equity & Inclusion (VCEI) *
Julie Deardorff, Associate Vice Provost for the Faculty (AVPF)
Mark Stacey, Chair, Berkeley Division of the Academic Senate *
Colin Gerker-Junsay, Foundational Skills Director
Gina Garcia, Senior Associate Director, Employer Relationship Manager, Haas School of Business (CACSE)

Dear Colleague,

I invite you, or a representative of your unit that you would like to designate, to serve on the Provost's Campus-Required Training Review Board (CRTR Board). This new committee will review proposals for new *campus-required* employee trainings and make recommendations to the administration on the adoption of such trainings. The purpose of the CRTR Board is to provide systematic review and a calibrated decision process for trainings that will be required of large segments of the campus community, including, possibly, all members of our community (trainings that might be required of a small set of individuals for specialized purposes—e.g., accessing a particular database—are not within the scope of the Board to review).

In its first year, the Board will be chaired by Sharon Inkelas. At the end of the first year, I will ask for a brief report of the Board's work in order to determine whether to renew or revise the Board's charge.

Membership

The Campus-Required Training Review Board has, as standing members, the Foundational Skills Director and the following unit heads (or designees):

- CERCO (Sharon Inkelas)
- CHRO
- VCEI
- AVPF
- Senate
- Staff org rep

Administrative support will be provided by Sumali Tuchrello, Project Policy Analyst in the Office of the EVCP.

Board review of proposed new campus-required trainings

The CRTR Board will meet at least once a year and on an as-needed basis to review proposals made by campus stakeholders for new required trainings.

As appropriate, additional stakeholders (representing, for example, Research, Graduate Division, the Graduate Assembly, Student Affairs) may be invited to CRTR Board meetings when a training affecting their constituency is to be discussed and/or when their subject-matter expertise would be useful to the discussion. The board chair, in consultation with the Board, will make this determination.

In reviewing proposals, the CRTR Board should consider the following issues:

- When a training is required/recommended by UC's Office of the President, policy, law, resolution agreement, etc.; what precisely should this campus require to meet this requirement/recommendation? (This does not apply to trainings in which the form of the training is mandated; e.g., online UCOP training programs we are mandated to complete.)
- What is the length (in minutes) of the training?

- How often should it be assigned?
- To whom should it be assigned (both a maximum and a minimum audience)?
- Who would develop the training, and who would be consulted as to its contents?

Board review should take into account the following factors (among possible others):

- Overlap between proposed training and other existing required training;
- Total amount of required training time this would create for the various audiences to whom it is assigned;
- Consequences that could arise if people don't complete the training by the assigned due date;
- Who will promote the training;
- Who will ensure that the training is accessible, complying to all current standards of UC Berkeley and UC Office of the President
- Is the training augmented with other educational materials (and if so, are they fully accessible to all learners);
- How to accommodate groups that don't have access to computers;
- What alternatives might exist for submitting plans for in-person training and/or modifications of modality and content;
- How to accommodate individuals who might find the training topic triggering; and
- Are there ways to convey the needed information that don't require a dedicated training session?

Output of board review

The output of board review should be a concise written recommendation to the senior administration regarding whether a proposed campus-required training should be required, recommended, or neither (and, if required/recommended, for which audiences).

Holistic review, annually

The Board should also undertake a holistic review of existing required trainings to review their basis in law and policy, the overall duration of all required trainings for each audience, the compliance data on who is taking which trainings, accessibility audit and remediation to ensure the training maintains accessibility standards, and whether the existing trainings are more informative than existing published information (e.g., as found on web pages).

Compliance

The Board will consider issues of compliance regarding campus-required trainings and serve as an advisory board to campus administrators, as requested, for advice on achieving compliance with trainings mandated by non-campus entities (e.g., trainings mandated by the UC Office of the President).

Communications

The Board will ensure that a public-facing website is maintained with information about

- the CRTR Board; and
- how to propose a training with a proposal work flow (so that proposers know what steps to take, in what order). This work flow will also provide an anticipated timeline for review and approval to provide transparency and manage expectations regarding proposal processing, feedback, and response.

The board will also maintain, and share with the Chancellor's Cabinet, as appropriate, a matrix of all trainings (and frequency, times, and audiences) required by UCOP and campus. (NB: a draft of such a document already exists.)

Annual report

I would like a brief recap at the end of the first year on the activities of the board, at which time I will determine whether to continue the group as charged or revisit the charge.

Please let me know whether you will be able to serve or whether you will be designating a representative from your unit



and who (addressee's with asterisks after their name may designate representatives).

Regards,



Benjamin E. Hermalin
Executive Vice Chancellor and Provost

cc: Victoria Plaut, Vice Provost for the Faculty
Angela Stopper, Director of People & Organization Development
Chancellor's Cabinet
Associate Cabinet
Council of Deans
Chief Administrative Officers Group

