June 8, 2021

TO:
     Erin Blazick (co-Chair, AP Analyst, EPS)
     Marissa Dominguez (co-Chair, AP Analyst, Physics)
     Jessica Knowlton (member, Assistant Dean, L&S Dean's Office)
     Teresa Gonzalez (member, AP Analyst, College of Engineering)
     Denise Schiller (member, AP Analyst, School of Social Welfare)
     Aaron Schiller (member, AP Analyst, School of Public Policy)
     Jose Padilla (member, HR/APS Partner, SHARE Region)
     Shamika Jones (member, AP Analyst, Berkeley Law)
     Aimee Larsen (member, AP Analyst, School of Journalism)
     Sarah Baughn (member, AP Analyst, Interdisciplinary Social Sciences Program)

RE: **ACADEMIC PERSONNEL TOOLS PROJECT TEAM (FYs 2020-22)**

Dear Colleagues:

Thank you for agreeing to serve on the campus Common Solutions Academic Personnel Tools Project Team for FY 2020-21 and 2021-22. This is one of a number of project teams that have been established as part of the Common Solutions Initiative to provide tools in support of the functional needs of academic units across campus.

The primary objective of the Academic Personnel Tools Inventory Project Team is to introduce academic personnel tools already in use in one or more academic departments to a broader range of academic units through the Common Solutions Online Inventory. Common Solutions tools are defined as extensions of, or supplements to, central campus enterprise systems, not 'shadow systems' that duplicate the functionality of central campus systems.

This team has continued its work during the pandemic year, and we thank you for your service.

The charge for your committee in FY 2021-22 is as follows:

- Solicit and refine academic personnel tools developed by academic campus units and identified as possible common solutions. Assess scalability, security, and other issues.
- Ensure that all new tools are vetted by established stakeholders
- Retire academic personnel tools/solutions that were developed for the CS website in prior years as they become obsolete
- Ensure training materials and/or user guides are available to end-users, working as needed with functional owners and campus subject matter experts to develop them or refine existing materials.
- Publicize the existence of the Academic Personnel Tools Inventory to your colleagues
- Escalate to the Oversight Group any needs or tools that could be better shared through other means than by adding them to the Online Inventory.
- Contribute to the Oversight Group's end-of-year report and future roadmap.

The Academic Personnel Tools Project Team operates under the general guidance of the Common Solutions Oversight Group. Members have already served in the 2020-21 fiscal year, and will serve in the 2021-22 fiscal year with the possibility of renewal. We are grateful to Erin https://open.spotify.com/playlist/0vuYHGDZlAv9jpmUyUN7mL Blazick and Marissa Dominguez for agreeing to serve as co-chairs of the Project Team. In this role, they will be responsible for facilitating the work of the group. We are also grateful to Marissa Dominguez for serving as liaison to the Oversight Group, ensuring timely and ongoing flow of information between the project team and the governance team.

The project team is expected to work closely with the Oversight Group through its liaison, reporting regularly on plans, progress, issues and other topics.

We are grateful to each of you for your willingness to serve on the Academic Personnel Tools Project Team, and we look forward to working with you to help support academic units across campus with a range of Common Solutions tools.

Sincerely,

Roia Ferrazares
Chair, UC Berkeley Common Solutions Oversight Group

Cc: Common Solutions Oversight Group