

University of California, Berkeley
Berkeley Regional Services
Professional Schools Region Governance Structure
Updated September, 2019

Charge of the Professional Schools (ProS) Region

The ProS service region supports the teaching and research mission of the University by providing high quality administrative service to the professional schools at UC Berkeley. ProS provides integrated services in the areas of research administration, human resources, including academic personnel support, purchasing and reimbursements. ProS collaborates with a variety of other campus partners—including but not limited to the Berkeley Regional Services (BRS) central office, Supply Chain Management (SCM), Contracts and Grants Accounting (CGA), the Sponsored Projects Office (SPO), the Industrial Alliances Office (IAO), the Academic Personnel Office (APO), and Central HR (CHR)—in delivering service to the professional schools in the region. Collaborating closely and advocating with these partners in supporting the research and teaching missions of our community is an important aspect of the ProS charter.

The ProS Region currently includes the following UC Berkeley professional schools: Business, Education, Extension, Journalism, Law, Optometry, Public Health, Public Policy, and Social Welfare.

ProS Executive Council

The ProS region will be jointly managed by the Office of the Vice Chancellor for Administration (VCA) and the ProS Executive Council. The Regional Director (RD), with support from the ProS Executive Council, will be responsible for communicating to the VCA about the progress of ProS activities within the region, and together will advocate for the budgetary and service needs of the region. The ProS Regional Director has a solid line reporting relationship to the Office of the Vice Chancellor for Administration and a solid line reporting relationship to the ProS Executive Council.

The ProS Executive Council is made up of three deans and their respective Chief Administrative Officers (CAOs), from within the ProS region. Appointments to the Executive Council will be three year terms on a staggered basis. Every dean in the region is expected to serve on the council on a rotating basis. One “lead” dean (LD) will serve as the point person to fulfill the role of Regional Associate Dean (RAD) and will be expected to attend RAD meetings. A new lead dean will be appointed every 12 months, on July 1st.

The Lead Dean’s responsibilities will include:

- Chairing the Executive Council
- Chairing the Advisory Board
- Supervising the RD
- Attending RAD meeting
- Liaising with the VCA

The ProS Executive Council will be responsible for dealing with matters that need escalation if/when the Regional Director and the regional CAO(s) are unable to achieve resolution in the areas of human resources, research administration, and purchasing and reimbursement matters. Matters for escalation should be directed to the Lead Dean of the Executive Council.

The Executive Council will refer any unresolved dispute between an individual School and the ProS region to the Vice Chancellor Administration, who will be the final arbiter.

The ProS Executive Council will meet at least once per month. The agenda for council meetings will be developed in collaboration between the Lead Dean and the Regional Director (with input from all regional deans and CAOs as necessary).

Current ProS Executive Council Membership:

Dean Prudence Carter, Graduate School of Education. Lead Dean 2019-20, term ends 6/2021.
Dean John Flanagan, School of Optometry Term ends 6/2020.
Dean Michael Lu, School of Public Health, term ends 6/2022.

Future changes to the Governance Structure will be proposed by the ProS Executive Council and will require a two-thirds approval by the regional deans.

ProS Advisory Board

The ProS Advisory Board is made up of at least one representative from each professional school serving in the capacity of CAO (or the equivalent) and the Lead Dean of the ProS Executive Council. Finance and other professional school staff may also attend advisory board meetings as necessary. The ProS Advisory Board will meet on a monthly basis and will invite professional school deans to attend meetings as necessary. At least once per year, there will be a joint meeting for all deans with the Advisory Board.

The ProS Advisory Board is tasked with supporting the ProS Executive Council and Regional Director in developing optimal strategies for administrative tasks that combine regional and departmental resources in the most effective and appropriate ways to advance UC Berkeley's teaching and research missions.

This will include:

1) Partner with the ProS Executive Council and ProS Regional Director to maintain community, and build services and trust among the professional schools and the regional service center.

- All advisory board members are at-large members with a responsibility to the region, as well as their schools.
- Advisory board members will help liaise between the Executive Council, Regional Director, and faculty and staff within the schools and the region. They will gather information and report to the Executive Council Lead Dean and Regional Director on the state of administrative services, the opportunities to directly or indirectly make improvements, and the challenges confronting faculty and staff (both in the region and the schools).
- Advisory board members will maintain open lines of communication with the members of their schools, the regional director and the lead dean to address concerns and problems. They should encourage early escalation and mutually agreeable solutions for addressing such matters before they become more difficult for the ProS region to address.

2) Help the Executive Council and Regional Director set priorities, develop policies, identify solutions and establish metrics that will lead to more effective administrative support for teaching and research in the region.