1. **Background Information**

|  |  |
| --- | --- |
| **Name** |  |
| **Title** |  |
| **Campus Location/Medical Center** |  |
| **Department** |  |
| **Area of Research** |  |
| **Telephone** |  |
| **Email** |  |
| **Supervisor/Person You Report To** |  |

1. **Principal Investigator Status**

|  |  |
| --- | --- |
| * Are you a Principal Investigator for any grant, contract, project, or other funding sources? | Choose an item. |
| * + If yes, does the grant, contract, project, or other funding cover anything beyond your own salary, benefits, or travel? | Choose an item. |

1. **Supervisor of Record Status**

|  |  |
| --- | --- |
| * Has the University informed you that you are the supervisor of record for at least two (2) individuals? | Choose an item. |
| * For how many individuals has the University informed you that you are the supervisor of record? | Choose an item. |

1. **Employees Names**

Provide the names and titles of all employees who you understand you are assigned to supervise.

**Employee #1**

|  |  |
| --- | --- |
| **Name** |  |
| **Title** |  |
| **Is this an Academic or Staff title?** | Choose an item. |

**Employee #2**

|  |  |
| --- | --- |
| **Name** |  |
| **Title** |  |
| **Is this an Academic or Staff title?** | Choose an item. |

**Employee #3**

|  |  |
| --- | --- |
| **Name** |  |
| **Title** |  |
| **Is this an Academic or Staff title?** | Choose an item. |

**Employee #4**

|  |  |
| --- | --- |
| **Name** |  |
| **Title** |  |
| **Is this an Academic or Staff title?** | Choose an item. |

**Employee #5**

|  |  |
| --- | --- |
| **Name** |  |
| **Title** |  |
| **Is this an Academic or Staff title?** | Choose an item. |

**Employee #6**

|  |  |
| --- | --- |
| **Name** |  |
| **Title** |  |
| **Is this an Academic or Staff title?** | Choose an item. |

**Employee #7**

|  |  |
| --- | --- |
| **Name** |  |
| **Title** |  |
| **Is this an Academic or Staff title?** | Choose an item. |

**Employee #8**

|  |  |
| --- | --- |
| **Name** |  |
| **Title** |  |
| **Is this an Academic or Staff title?** | Choose an item. |

**Employee #9**

|  |  |
| --- | --- |
| **Name** |  |
| **Title** |  |
| **Is this an Academic or Staff title?** | Choose an item. |

**Employee #10**

|  |  |
| --- | --- |
| **Name** |  |
| **Title** |  |
| **Is this an Academic or Staff title?** | Choose an item. |



|  |
| --- |
| * Explain any similarities between your work and those of the employees you listed in Question No. 3. |
|  |
| * Explain any differences between your work duties and those of the employees you listed in Question No. 3 |
|  |

1. **Authority or Ability to Recommend Supervisory Actions**

**Employee #1**

Do you have the authority to take the following actions (or ability to recommend the following actions) for Employee #1?

|  |  |  |  |
| --- | --- | --- | --- |
| **#1** | **Authority** | **Recommend** | **Neither** |
| Hire |  |  |  |
| Transfer |  |  |  |
| Suspend |  |  |  |
| Layoff |  |  |  |
| Recall |  |  |  |
| Promote |  |  |  |
| Separation/Non-Renewal of Contract/Discharge/Terminate |  |  |  |
| Assign Work |  |  |  |
| Reward |  |  |  |
| Discipline |  |  |  |
| Responsibility to direct an employee’s work |  |  |  |
| Resolve an employee’s formal grievance |  |  |  |

**Employee #2**

Do you have the authority to take the following actions (or ability to recommend the following actions) for Employee #2?

|  |  |  |  |
| --- | --- | --- | --- |
| **#2** | **Authority** | **Recommend** | **Neither** |
| Hire |  |  |  |
| Transfer |  |  |  |
| Suspend |  |  |  |
| Layoff |  |  |  |
| Recall |  |  |  |
| Promote |  |  |  |
| Separation/Non-Renewal of Contract/Discharge/Terminate |  |  |  |
| Assign Work |  |  |  |
| Reward |  |  |  |
| Discipline |  |  |  |
| Responsibility to direct an employee’s work |  |  |  |
| Resolve an employee’s formal grievance |  |  |  |

**Employee #3**

Do you have the authority to take the following actions (or ability to recommend the following actions) for Employee #3?

|  |  |  |  |
| --- | --- | --- | --- |
| **#3** | **Authority** | **Recommend** | **Neither** |
| Hire |  |  |  |
| Transfer |  |  |  |
| Suspend |  |  |  |
| Layoff |  |  |  |
| Recall |  |  |  |
| Promote |  |  |  |
| Separation/Non-Renewal of Contract/Discharge/Terminate |  |  |  |
| Assign Work |  |  |  |
| Reward |  |  |  |
| Discipline |  |  |  |
| Responsibility to direct an employee’s work |  |  |  |
| Resolve an employee’s formal grievance |  |  |  |

**Employee #4**

Do you have the authority to take the following actions (or ability to recommend the following actions) for Employee #4?

|  |  |  |  |
| --- | --- | --- | --- |
| **#4** | **Authority** | **Recommend** | **Neither** |
| Hire |  |  |  |
| Transfer |  |  |  |
| Suspend |  |  |  |
| Layoff |  |  |  |
| Recall |  |  |  |
| Promote |  |  |  |
| Separation/Non-Renewal of Contract/Discharge/Terminate |  |  |  |
| Assign Work |  |  |  |
| Reward |  |  |  |
| Discipline |  |  |  |
| Responsibility to direct an employee’s work |  |  |  |
| Resolve an employee’s formal grievance |  |  |  |

**Employee #5**

Do you have the authority to take the following actions (or ability to recommend the following actions) for Employee #5?

|  |  |  |  |
| --- | --- | --- | --- |
| **#5** | **Authority** | **Recommend** | **Neither** |
| Hire |  |  |  |
| Transfer |  |  |  |
| Suspend |  |  |  |
| Layoff |  |  |  |
| Recall |  |  |  |
| Promote |  |  |  |
| Separation/Non-Renewal of Contract/Discharge/Terminate |  |  |  |
| Assign Work |  |  |  |
| Reward |  |  |  |
| Discipline |  |  |  |
| Responsibility to direct an employee’s work |  |  |  |
| Resolve an employee’s formal grievance |  |  |  |

**Employee #6**

Do you have the authority to take the following actions (or ability to recommend the following actions) for Employee #6?

|  |  |  |  |
| --- | --- | --- | --- |
| **#6** | **Authority** | **Recommend** | **Neither** |
| Hire |  |  |  |
| Transfer |  |  |  |
| Suspend |  |  |  |
| Layoff |  |  |  |
| Recall |  |  |  |
| Promote |  |  |  |
| Separation/Non-Renewal of Contract/Discharge/Terminate |  |  |  |
| Assign Work |  |  |  |
| Reward |  |  |  |
| Discipline |  |  |  |
| Responsibility to direct an employee’s work |  |  |  |
| Resolve an employee’s formal grievance |  |  |  |

**Employee #7**

Do you have the authority to take the following actions (or ability to recommend the following actions) for Employee #7?

|  |  |  |  |
| --- | --- | --- | --- |
| **#7** | **Authority** | **Recommend** | **Neither** |
| Hire |  |  |  |
| Transfer |  |  |  |
| Suspend |  |  |  |
| Layoff |  |  |  |
| Recall |  |  |  |
| Promote |  |  |  |
| Separation/Non-Renewal of Contract/Discharge/Terminate |  |  |  |
| Assign Work |  |  |  |
| Reward |  |  |  |
| Discipline |  |  |  |
| Responsibility to direct an employee’s work |  |  |  |
| Resolve an employee’s formal grievance |  |  |  |

**Employee #8**

Do you have the authority to take the following actions (or ability to recommend the following actions) for Employee #8?

|  |  |  |  |
| --- | --- | --- | --- |
| **#8** | **Authority** | **Recommend** | **Neither** |
| Hire |  |  |  |
| Transfer |  |  |  |
| Suspend |  |  |  |
| Layoff |  |  |  |
| Recall |  |  |  |
| Promote |  |  |  |
| Separation/Non-Renewal of Contract/Discharge/Terminate |  |  |  |
| Assign Work |  |  |  |
| Reward |  |  |  |
| Discipline |  |  |  |
| Responsibility to direct an employee’s work |  |  |  |
| Resolve an employee’s formal grievance |  |  |  |

**Employee #9**

Do you have the authority to take the following actions (or ability to recommend the following actions) for Employee #9?

|  |  |  |  |
| --- | --- | --- | --- |
| **#9** | **Authority** | **Recommend** | **Neither** |
| Hire |  |  |  |
| Transfer |  |  |  |
| Suspend |  |  |  |
| Layoff |  |  |  |
| Recall |  |  |  |
| Promote |  |  |  |
| Separation/Non-Renewal of Contract/Discharge/Terminate |  |  |  |
| Assign Work |  |  |  |
| Reward |  |  |  |
| Discipline |  |  |  |
| Responsibility to direct an employee’s work |  |  |  |
| Resolve an employee’s formal grievance |  |  |  |

**Employee #10**

Do you have the authority to take the following actions (or ability to recommend the following actions) for Employee #10?

|  |  |  |  |
| --- | --- | --- | --- |
| **#10** | **Authority** | **Recommend** | **Neither** |
| Hire |  |  |  |
| Transfer |  |  |  |
| Suspend |  |  |  |
| Layoff |  |  |  |
| Recall |  |  |  |
| Promote |  |  |  |
| Separation/Non-Renewal of Contract/Discharge/Terminate |  |  |  |
| Assign Work |  |  |  |
| Reward |  |  |  |
| Discipline |  |  |  |
| Responsibility to direct an employee’s work |  |  |  |
| Resolve an employee’s formal grievance |  |  |  |

1. **Hiring**

|  |
| --- |
| * If you are aware, how is hiring typically conducted in your unit, lab, or research group? |
|  |
| * Describe your level of participation in hiring decisions. |
|  |

1. **Work Assignments and Duties**

|  |  |
| --- | --- |
| * Do you have the authority to resolve any disputes about work assignments? | Choose an item. |
| * Do you observe the execution of work by at least two employees? | Choose an item. |
| * Do you direct at least two employees to correct improperly performed work? | Choose an item. |
| * Do you convene regularly schedules meetings with the employee who report to you? | Choose an item. |
| * + If yes, describe the nature of such meetings | |
|  | |
| * Do you help at least two employees solve problems/answer questions they may encounter in their work? | Choose an item. |
| * + If yes, how many? | Choose an item. |
| * + If yes, who? (Use table below to list names) | |

|  |  |  |
| --- | --- | --- |
|  | **Name** | **Title** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |
| 8 |  |  |
| 9 |  |  |
| 10 |  |  |

|  |  |
| --- | --- |
| * Do you attend any supervisor or management meetings? | Choose an item. |
| * + If yes, how often? | |
|  | |
| * What is the extent of your participation? | |
|  | |

1. **Scheduling**

|  |  |
| --- | --- |
| * Do you approve sick leave, authorize overtime, or schedule vacations, or grant time off to employees? | Choose an item. |
| * Do you resolve any disputes about work schedules? | Choose an item. |
| * + If you are aware, how is scheduling determine in your unit, lab, or research group? | |
|  | |

1. **Discipline or Terminations**

|  |  |
| --- | --- |
| * Do you decide whether or not to renew appointments/contracts for at least two employees? | Choose an item. |
| * Have you ever been involved in a disciplinary or termination decision in your unit, lab, or research group? | Choose an item. |
| * + If yes, what was your role? | |
|  | |
| * If you are aware, how are disciplinary or termination decisions typically conducted in your unit, lab, or research group? | |
|  | |

1. **Formal Complaints and Grievances**

|  |  |
| --- | --- |
| * Do you have any role in handling grievances and formal complaints? | Choose an item. |
| * How are formal complaints or grievances typically handled in your unit, lab, or research group? | |
|  | |
| * Describe your level of participation with respect to formal complaints or grievances. For example, would you participate in a formal meeting about the complaint or grievance? | |
|  | |

1. **Merit Reviews for Academic Appointees**

|  |  |
| --- | --- |
| * Do you participate in merit reviews for academic appointees that your listed in response to Question #3? | Choose an item. |
| * Do you make a recommendation about the outcome of a merit review? | Choose an item. |
| * Is your recommendation always followed? | Choose an item. |
| * Describe your level of participation in the merit review process | |
|  | |

1. **Performance Evaluations for Staff Employees**

|  |  |
| --- | --- |
| * Are you responsible for completing performance evaluations for any staff employees you listed in Question #3? | Choose an item. |
| * How are performance evaluations typically conducted in your unit, lab, or research group? | |
|  | |
| * Describe your level of participation in the performance evaluation process. | |
|  | |

1. **Additional Information**

|  |
| --- |
| * Please provide any additional information as necessary. |
|  |

1. **Signature and Date**

|  |
| --- |
| **Signature:** |
| **Signature Date:** |