

August 6, 2006

MEMORANDUM

To: Rich Linton and Moira Kiltie

From: Hill Walker

Re: Center on Human Development Director Succession

Last fall, I inquired of your office regarding the U of O's succession policy guidelines for centers and institutes where the intent is to search internally for a replacement. Moira sent me the policy and guidelines developed by your office in collaboration with the Provost. It appears from the policy statement that there are two options: (1) a direct appointment of a replacement director or (2) a posting of the position within the U of O followed by a review and appointment if the candidate is found acceptable. I would like to discuss this issue with you during our upcoming meeting on August 13 and arrive at an agreed-upon strategy, if feasible. Below I am providing you with some brief contextual information relating to my request that Jane Squires, Ph.D., be appointed as my successor in the role of CHD director and principal investigator of our ongoing UCEDD grant award from the U.S. Administration on Developmental Disabilities that provides core support in the amount of \$500,000 for the activities of our CHD program units.

Jane is a highly regarded faculty member within the College of Education and Center on Human Development. She directs our Early Intervention Program and is an internationally known expert in early childhood education of children and families experiencing developmental disabilities and other conditions of risk. A copy of her updated vita is attached. Jane has served as the associate director of our CHD-UCEDD for the past 9 years.

I would like Jane to be appointed as my successor effective June 30, 2008. July 1, 2008 marks the beginning of the fiscal year for the national network of UCEDD programs and will be the beginning of a new, 5-year core grant award that will provide continuing support for the operations and activities of our CHD. Jane and I will work together during this coming academic year to plan a smooth transition, to respond to a technical

Rich Linton and Moira Kiltie
August 6, 2007
Page 2

assistance site visit from the ADD funding agency in mid-September, and to develop a new 5-year core grant application for our UCEDD.

My FTE as CHD-UCBDD director has been approximately .33 during my tenure; Jane's FTE as associate director has been approximately .20. Beginning July 1, 2008, Jane's FTE will increase to .35 and mine will drop to .10 FTE. I plan to maintain a small role to assist with some reporting and representational tasks associated with the UCEDD during the new grant award period.

I have met with Mike Bullis and Elaine Jones regarding this matter. They have provided approval for this general approach and succession process. I look forward to discussing this matter with you.

HMW/at

cc: Mike Bullis
Jane Squires
Elaine Jones
Leslie Martinez

October 16, 2007

Hill Walker, Ph.D.
Director, Center on Human Development
University Center for Excellence in Developmental Disabilities
5252 University of Oregon
Eugene, OR 97403-5252

Dear Dr. Walker:

Due to your impending retirement, I would like to submit my application for the position of Director of the Center on Human Development/University Center for Excellence in Developmental Disabilities at the University of Oregon. As Associate Director of the UO UCEDD since 1998, I feel as though I am highly qualified to assume this position.

Since 1998, I have had extensive experience with day-to-day management of the UCEDD, including data systems, report writing, fiscal management, community involvement and the Community Advisory Council, and coordination with the Oregon Council on Developmental Disabilities and Oregon Advocacy Center. I have served on the Council for 8 years and have collaborated with programs serving children with disabilities and their families across the UO community, Lane County, and the state.

I believe the UO CHD/UCEDD is a crown jewel in Oregon for individuals with disabilities and their families. Under your leadership, the research, dissemination, interdisciplinary training, and community services related to developmental disabilities have been extraordinary. It would be an honor to have the opportunity to continue this tradition of excellence at the UCEDD.

I am delighted that you will continue to be involved with the UCEDD after your retirement; I know that I will benefit greatly from your accumulated wisdom and expertise as director.

My vita is enclosed. Please let me know if you need further information.

Sincerely yours,

Jane Squires, Ph.D.
Professor

From: Moira Kiltie [kiltie@uoregon.edu]
Sent: Thursday, November 16, 2006 11:31 AM
To: Hill Walker
Cc: Richard Linton
Subject: RE: C and I Director's Succession Policy

Attachments: Internal Search Guidelines 3-31-06 Update.doc

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Hi Hill: Here is the policy statement we have on the appointment process of C and I directors when the appointment is expected to be internal to the UO. This written in agreement with Penny at Affirmative Action. We also have agreements on interim appointments although I am still working on the language so it isn't formally approved by Rich and Penny yet.

Let me know if you have questions.

Thanks,

Moira

From: Hill Walker [mailto:hwalker@uoregon.edu]
Sent: Thursday, November 16, 2006 10:59 AM
To: Moira Kiltie
Cc: Richard Linton
Subject: C and I Director's Succession Policy

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Hi Moira,

I have a favor to ask. Several weeks ago I met briefly with Rich about some CHD issues—one of which has to do with my successor and a transition plan. Jane Squires, Ph.D., has been serving for the past 8 years as the associate director of our UCEDD core grant program and the Center on Human Development. My plan is to have her replace me in these roles in the summer of 2008.

Rich indicated that the U of O has developed a set of policies relating to the succession of center and institute directors and that I could get a copy from you. I would greatly appreciate receiving a copy of this policy when you can manage it.

Thanks so much.

Hill

Hill M. Walker, Ph.D.

Director, Center on Human Development

Co-Director, Institute on Violence and Destructive Behavior

Mailing address:

1265 University of Oregon

Eugene OR 97403-1265

Phone: 541-346-3591

Fax: 541-346-2594

Email: hwalker@uoregon.edu

Research Institutes Internal Administrative Search Guidelines

The following guidelines apply to internal searches for administrative positions in the University's Research Institutes where there is an administrative need but not a separate and full-time administrative position. Where there isn't a stand-alone position, we typically are looking for someone currently affiliated with the research institute to serve in an administrative capacity concurrent with his/her faculty or research appointment.

Even where there is no separate position for which a regular search makes sense, it is still important that we proceed in a way that ensures equality of opportunity for Institute members or affiliates who may be qualified and have an interest in administrative experience. As a way of meeting the Institutes' needs, while still adhering with the principal of equal opportunity, we have devised the following process:

1. The Institute will notify the Vice President for Research and Graduate Studies (VP-RGS) of the Institute's intention to appoint a new Director with as much time as possible before the transition is to occur. The Institute will inform the VP-RGS of the general nature of the appointment process the Institute wishes to implement. As necessary and with input from Institute personnel as appropriate, the VP-RGS will define the needs of the administrative position and develop a position announcement that addresses those needs and the minimum and preferred qualifications related to the position.
2. The Institute will contact the Office of Affirmative Action & Equal Opportunity (OAAEO) about the internal search and provide a copy of the position announcement or current job description so that the position can be coded for affirmative action purposes. If the Institute has an existing policy that covers director appointments, that should be sent to Affirmative Action at this point. *[In cases where the intent is for a concurrent administrative and faculty/research appointment, rather than a separate and stand-alone administrative position, the process DOES NOT require a NAPO.]*
3. OAAEO will make a recommendation on whether the Institute's procedures are consistent with the university's equal opportunity obligations. If they are deemed sufficient, the remaining action will be for the Institute to follow the existing procedures for an appointment within the Institute's ranks and file a Payroll Request Form to reflect the new title.
4. If there are no existing procedures or if the VP-RGS and OAAEO deem the existing policies insufficient, the Institute will adhere with the remainder of these Guidelines and will announce the administrative position in a way designed to ensure that current members and affiliates of the Institute who may be qualified and have an interest are made aware of the position and have an opportunity to express their interest. As appropriate, that may include announcing the position on the Jobs page. The announcement must include the steps to be taken by those who wish either to nominate someone for consideration or to be considered themselves, and what materials need to be submitted, to whom, and by when.

5. The Institute will establish and document a process for review of nominations and applications. That process should address 1) who is to be involved in the selection process, 2) the development of selection criteria clearly linked to the needs of the position as announced, and 3) any steps beyond review and evaluation of written application materials that may be intended as part of the search process. Identification of who should be involved in the selection process rests with current members of the Institute consistent with applicable governing practice and procedure. That might involve a standing executive or other committee within the Institute, excusing any member who may wish to be considered. Alternatively, it could involve a committee established specifically for the purpose of reviewing applications and making recommendations regarding the relative strengths of each candidate. In some cases, it may be determined that there is no need to involve a committee in reviewing applications and making a recommendation to the VP-RGS.
6. The Institute needs to ensure complete, fair and equitable review of all applications, using established selection criteria. If there are to be candidate presentations or interviews as part of the selection process, ensure consistency in that aspect of the process.
7. The VP-RGS makes the final selection decision, taking into consideration recommendations from the selection committee if one has been designated, and from other members of the Institute through avenues that have been established as part of the search process, e.g. input from any presentations or interviews, or input from members of the Institute pursuant to an invitation issued by the VP-RGS, selection committee, etc.
8. Once a decision is made, the Institute must contact the Office of Affirmative Action to request the appropriate Compliance Statement. The selection process and decision for an internal administrative appointment need to be documented, just as they are for a regular search, identifying relative strengths and job-related reasons supporting the selection decision.
9. Submit Compliance Statement with documentation of search and selection process, along with Request to Offer, to Office of Affirmative Action so that there is a record of the process.
10. The search file must be clearly marked as a search file and retained by the Institute or the Office of the VP-RGS for three years. The Institute should work with staff in the Office of Research to make sure the file is complete.

There may be some circumstances in which the above process is not appropriate. Those should be discussed in advance with the VP-RGS, and then with the OAAEO. In those cases, an intended administrative appointment should be posted on the HR Jobs page for comment by current UO employees prior to making the appointment. The Office of the VP-RGS will work with the OAAEO in developing the appropriate notice. At the close of the comment period, the OAAEO will send the appropriate Compliance Statement to be completed by the hiring authority and resubmitted to the OAAEO so that a record of the process is appropriately on file with that office.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES

Director, Center on Human Development (CHD) and Principal Investigator, University Center on Excellence in Developmental Disabilities (UCEDD)

The Center on Human Development dates its existence from 1972 and was founded by Dr. Robert H. Schwarz. The CHD is comprised of eight programmatic units that provide a diverse array of activities and operations focused on individuals and their family members who experience either developmental or environmentally induced disabling conditions. CHD programs and activities form the operational entity for a University Center on Excellence in Developmental Disabilities (UCEDD). The U of O. UCEDD is part of a national network of university-based centers that are funded via 5-year core grants by the U.S. Administration on Developmental Disabilities (ADD) within the U.S. Department of Health and Human Services (DHHS). UCEDDs are expected to address four core functions as follows: (1) the interdisciplinary training of professionals and direct service personnel, (2) development and delivery of exemplary programs and services, (3) research, community service, and analysis of public policy related to individuals and their families with disabling conditions, and (4) technical assistance and dissemination of best practices and new, state of the art information. UCEDD programs and personnel are also expected to engage in capacity building, advocacy, and systemic change within their geographic regions. Two cross-cutting initiatives that have a long history of focus and prominence within the CHD-UCEDD are (1) diversity and multicultural affairs and (2) self-advocacy and consumer issues for individuals and their families who have disabilities.

The CHD-UCEDD director's position carries with it a number of administrative, programmatic, representational, and coordinative functions and responsibilities. The director reports jointly to the U of O Vice-President for Research and Graduate Studies and the Dean of the College of Education, which houses the majority of the programmatic units comprising the center. The CHD is listed among the U of O's cadre of centers and institutes that report to Vice President Linton. The director represents the center and its interests both to the U of O V-P for Research and to the Dean of the COE. While there are occasional changes in the CHD director's areas of responsibility dictated by unanticipated developments in funding agency priorities or new university initiatives, the following is a list of specific duties and responsibilities that are relatively permanent and that span across academic years:

- Provide administrative supports and services to CHD programmatic units and programs.
- Coordinate activities across CHD units that address and are focused on funding priorities and core functions mandated by the funding agency (ADD).
- Integrate CHD-UCEDD priorities, activities, and programs within ongoing COE operations where appropriate and feasible.
- Participate as a key member of the Oregon ADD Partners which represent the three arms of the national Developmental Disabilities and Rights Act.
- Work collaboratively with the director and staff of the Oregon Institute on Disability and Development (OIDD), located at Oregon Health Sciences University (OHSU) in Portland, which is also a member of the national network of UCEDD center programs.
- Represent the CHD-UCEDD at two national meetings and technical assistance sessions held annually in Washington, D.C.
- Serve as a participant on key working committees, as appropriate, of the national Association of University Centers on Disabilities (AUCD).
- Respond to survey and information requests from the AUCD and the ADD as requested.
- Take responsibility for developing the UCEDD 5-year core grant to the ADD funding agency that lays out a program of activities that meets expectations for UCEDDs and that illustrates the program strengths of the CHD.
- Serve as a site visitor on ADD and AUCD-sponsored site visits to programs within the national network requiring technical assistance in order to meet agency requirements and expectations.
- Serve as a peer-reviewer for judging federal grant applications within competitions in which the director and the CHD are not applicants.
- Maintain responsibility for the UCEDD's participation in the creation of an annual NIRS data base that forms the core feature of annual reports required of UCEDDs by the ADD funding agency.
- Provide overall leadership for the CHD and UCEDD within the U of O, the northwest region, and nationally in promoting its contributions, products, and impact.



UNIVERSITY OF OREGON
COLLEGE OF EDUCATION

June 5, 2007

Memo

To: Mike Bullis, Dean and Elaine Jones, Business Manager

From: Hill Walker, Director, Center on Human Development *H.W.*

Re: U of O Support for the CHD

As you know, the CHD is one of 67 University-based Centers for Excellence in Developmental Disabilities (UCEDDs) in the national network that is funded by the U.S. Administration on Developmental Disabilities (ADD). Since 1972, we have had an annual core grant (currently in the amount of \$500,000 annually) that is used to support costs incurred by the CHD to provide administrative supports to program units, leverage federal and state funding, and provide seed money for the development of innovative programs that have the ability to become self-sustaining through external funding. From the outset, the U of O supported CHD in the amount of the CHD Director's salary, as well as control of the space in the Clinical Services Building. These were very tangible and valued university contributions to the Center.

When I retired in August of 2002, my salary reverted to the Dean's office and Marty reassigned these salary funds to other programs within the COE and chose to eliminate any fiscal support for the CHD. Aside from removing the U of O's fiscal commitment, this decision has put some constraints upon the center's program operations and has reduced the amount of matching funds that are available to us when we submit our core grant application for the UCEDD to the funding agency. Since my retirement, we have used my 1/3 of salary, 600 hour dollars to replace some of these lost funds. However, as of last August, these funds ceased due to my 600 hour assignment ending.

Currently, we are struggling to meet the match requirements for the UCEDD core grant. We will have to submit a new, 5-year core grant application to ADD this coming winter. As you know, I plan to have Jane Squires replace me as CHD-UCEDD Director in June of '08. I do not want to submit a new application in collaboration with Jane that shows no U of O fiscal commitment and a matching requirement that, to some extent, would have to be built upon a "house of cards".

CENTER ON HUMAN DEVELOPMENT

5252 University of Oregon · Eugene OR 97403-5252 · Telephone (541) 346-3591 · Fax (541) 346-2594

Thus, I am requesting that you consider, in collaboration with Provost Linton, investing half of Jane's salary as direct fiscal support for the center beginning in June, '08. I think that move would do much to restore the CHD to fiscal health and would offset some of the damage inflicted by the COE decision to remove the Director's salary from the mix of CHD fiscal resources. Most of the UCEDDs in the national network currently receive some form of direct fiscal support from their host universities. I have attached a budget for a UCEDD from a major university that just submitted its core grant application to the ADD funding agency. You can see the level of university fiscal support provided to that UCEDD Program.

Thank you for considering this matter. Please let me know if you would like to meet about this matter and/or if you have questions.

Main Identity

From: "Hill Walker" <hwalker@uoregon.edu>
To: "Marianne Taylor" <mltaylor@uoregon.edu>; "Tina Zornes-LeFever" <tinazl@uoregon.edu>; "Rob Horner" <robh@uoregon.edu>; "Jane Squires" <jsquires@uoregon.edu>; "Caroline Moore" <cjmoore@uoregon.edu>; "Marshall Peter" <mpeter@directionservice.org>; "Val Close" <valtc@uoregon.edu>; "Judith Newman" <jrtn@oregon.uoregon.edu>; "Hill Walker" <hwalker@uoregon.edu>; "Leslie Martinez" <lesliem@uoregon.edu>; "Ann Thurber" <athurber@uoregon.edu>
Cc: "Elaine Jones" <ejones@uoregon.edu>; "Mike Bullis" <bullism@uoregon.edu>; "Moiria Kiltie" <kiltie@uoregon.edu>; "Rick Albin" <ralbin@uoregon.edu>; "Liz Thorin" <lthorin@efn.org>; "Leslie Martinez" <lesliem@uoregon.edu>; "Jane Squires" <jsquires@uoregon.edu>; "Hill Walker" <hwalker@uoregon.edu>; "Debra Eisert" <debrae@oregon.uoregon.edu>; "Ann Thurber" <athurber@uoregon.edu>; "Alison Ball" <aball@darkwing.uoregon.edu>; "Shawn Boles" <shawn@ori.org>
Sent: Tuesday, September 25, 2007 10:18 AM
Attach: UCEDD Director-Duties-Responsibilities.doc
Subject: Change in Leadership

Hi All,

As of next June 30, I will step out of my role as Director of the University Center on Developmental Disabilities and the Center on Human Development. Vice-President Linton's Office has developed a policy and set of guidelines that makes it possible for internal candidates to apply for and be considered viable candidates in succeeding existing directors of the U of O's centers and institutes. We would like to restrict our search and applicant process to all Ph.D. level faculty and staff currently affiliated with the UCEDD-CHD in accordance with these guidelines.

I have attached a position description that lists duties and responsibilities for the role of UCEDD-CHD Director. The position will be posted and open for applications during the month of October, 2007 and will close on November 1. The search committee for this process will be the UCEDD Management Team members but excluding any member who applies for the position.

The committee will accept self-nominations and nominations by others. Should you nominate another person, please identify yourself and your role in the UCEDD-CHD organization. Applications should be accompanied by an application letter and a current vita or resume. Please address the application to Hill M Walker, Room 351, Clinical Services Bldg.

Thank you for your attention to this matter. Please contact me directly at 346-3591 should you have questions.

Hill M. Walker, Ph.D.
 UCEDD-CHD Director

DESCRIPTION OF DUTIES AND RESPONSIBILITIES

Director, Center on Human Development (CHD) and Principal Investigator, University Center on Excellence in Developmental Disabilities (UCEDD)

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The CHD-UCEDD director's position carries with it a number of administrative, programmatic, representational, and coordinative functions and responsibilities. The director reports jointly to the U of O Vice-President for Research and Graduate Studies and the Dean of the College of Education, which houses the majority of the programmatic units comprising the center. The CHD is listed among the U of O's cadre of centers and institutes that report to Vice President Linton. The director represents the center and its interests both to the U of O V-P for Research and to the Dean of the COE. While there are occasional changes in the CHD director's areas of responsibility dictated by unanticipated developments in funding agency priorities or new university initiatives, the following is a list of specific duties and responsibilities that are relatively permanent and that span across academic years:

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- Participate as a key member of the Oregon ADD Partners which represent the three arms of the national Developmental Disabilities and Rights Act.
- Work collaboratively with the director and staff of the Oregon Institute on Disability and Development (OIDD), located at Oregon Health Sciences University (OHSU) in Portland, which is also a member of the national network of UCEDD center programs.
- Represent the CHD-UCEDD at two national meetings and technical assistance sessions held annually in Washington, D.C.
- Serve as a participant on key working committees, as appropriate, of the national Association of University Centers on Disabilities (AUCD).
- Respond to survey and information requests from the AUCD and the ADD as requested.
- Take responsibility for developing the UCEDD 5-year core grant to the ADD funding agency that lays out a program of activities that meets expectations for UCEDDS and that illustrates the program strengths of the CHD.
- Serve as a site visitor on ADD and AUCD-sponsored site visits to programs within the national network requiring technical assistance in order to meet agency requirements and expectations.
- Serve as a peer-reviewer for judging federal grant applications within competitions in which the director and the CHD are not applicants.
- Maintain responsibility for the UCEDD's participation in the creation of an annual NIRS data base that forms the core feature of annual reports required of UCEDDs by the ADD funding agency.
- Provide overall leadership for the CHD and UCEDD within the U of O, the northwest region, and nationally in promoting its contributions, products, and impact.

Draft

August 10, 2008

Jennifer Johnson, Ed.D.
Program Specialist
Administration on Developmental Disabilities
200 Independence Ave., S.W., Room 405D
Washington, DC 20201

Dear Dr. Johnson,

This letter is to inform you of a leadership change for the Center on Human Development and principal investigator of our core grant for the University Center for Excellence in Developmental Disabilities funded by your agency. Dr. Squires has served as the associate director of the Center and UCEDD for the past decade and is internationally known for her work in early intervention on infant-toddler screening and curricular intervention. She is highly qualified to provide excellent leadership and vision in these roles and was selected through a competitive search as the best person to continue the excellent work of the center and UCEDD. I have enclosed a copy of her current vita.

Thank you for your attention to this matter.

Sincerely,

Richard Linton
Vice President for Research and Graduate Studies

Enc.

cc: Moira Kiltie, Assistant Vice President for Research
Michael Bullis, Dean, College of Education

June 9, 2008



Memorandum

To: COE faculty and staff
From: Rich Linton and Mike Bullis
Re: CHD leadership change

This is to inform you that, as of the coming fall quarter, Jane Squires will replace Hill Walker as the new director of the Center on Human Development. Hill has been the CHD director since 1982 and replaced Robert Schwarz, who founded the center in 1972. The CHD is one of the most mature, long-standing centers or institutes at the U of O and houses a distinguished, highly productive assembly of professionals. We wish Jane the best in her new role and believe that she will make an excellent director of the center.

Thank you for your attention to this matter.

Hill Walker

From: "Hill Walker" <hwalker@uoregon.edu>
To: "Penny Daugherty" <penny@uoregon.edu>
Cc: "Rich Linton" <rlinton@uoregon.edu>; "Mike Bullis" <bullism@oregon.uoregon.edu>
Sent: Thursday, January 17, 2008 12:27 PM
Attach: UCEDD Director-Duties-Responsibilities.doc
Subject: Re: Jane Squires appointment as ChD-UCEDD director

Hi Penny,

Thanks for your email of yesterday regarding final steps in Jane Squires appointment. As you know, I worked closely with Moira Kiltie and Rich Linton in the design and execution of this search process. As part of the planning of the search procedures, I reviewed the criteria and procedures that Rich and the Provost jointly developed to allow the appointment of individuals within U of O Centers and Institutes through internal searches. A key feature of these criteria relates to the scope of the search as well as the open period in which potential applicants can apply. According to Moira and Rich, it is appropriate for us to limit our search to individuals who have an affiliation with the Center on Human Development and to allow a reasonable period of time for the position to be posted and applicants to apply. I believe Moira forwarded to you the materials that were approved by Rich's office for addressing this goal.

With these criteria in mind, the applicant pool for the position consisted of all individuals within the Center on Human Development with a Ph.D. degree who believed they could perform the duties and responsibilities of the position (See attached description of duties and responsibilities for the CHD director's position). On September 25, I announced the position vacancy and described the open application period in an email sent to our 9-member management team for the Center on Human Development and our core grant for Centers of Excellence in Developmental Disabilities along with each of the coordinators of our seven program units comprising the CHD. I have attached an email link that provides a program guide for our CHD and UCEDD so you can get a sense of the CHD, its programs, and operations. Our CHD generates on average 7 to 8 million annually in competitively awarded federal and state grant funds. The CHD program coordinators also shared this email with members of their respective units. A total of 15 individuals across these 7 program units and the UCEDD management team were eligible to apply for the position. None did other than Jane Squires who has served very capably as the associate director of the CHD and UCEDD for the past nine years.

Rich Linton approved Jane's appointment as my replacement in December, 2007 for a 5-year period subject to renewal in 5-year increments. He has also generously agreed to provide direct fiscal support from his office for .50 of Jane's salary during this period. This infusion of funds will be enormously helpful to us in leveraging additional federal and state funds to address CHD, UCEDD and U of O priorities. Jane's FTE will be .40 when she assumes the position of director; however, as you can see from the position description, it was not advertised as a part time position. Nearly everyone in the college and probably in the U of O's Centers and Institutes, who have departmental affiliations, do not devote 1.00 FTE to directing a center. Their remaining duties are distributed across research, teaching and service. This is the case with Jane as well who is a member of the early intervention area of the COE special education department.

Please send me the Compliance Statement and the Request to Offer the appointment. I will complete them and forward them on to the COE dean's office for review, approval and transmittal.

Thanks so much for your assistance in this matter. Please call me if you have additional questions or wish to discuss anything.

Here is the link to our CHD-UCEDD Program Guide:

<http://ucedd/docs/UCEDDProgramDescription.pdf>

Best,

Hill

1/17/2008

----- Original Message -----

From: Penny Daugherty

To: Hill Walker

Cc: Richard Linton ; Mike Bullis

Sent: Wednesday, January 16, 2008 12:26 PM

Subject: RE: Vote on Jane Squires as UCEDD-CHD Director

Hill,

I apologize for the delay in getting back to you in response to your inquiry regarding next steps in the appointment of Jane Squires as Director of the Center on Human Development. I have reviewed all of the materials that you sent. The only question I have about process has to do with the steps taken to post the position during the month of October. Can you provide clarification of what that involved with enough specificity that the record is clear as to how anyone who might have been qualified and interested would have known of the opportunity?

I would also appreciate clarification as to the particulars of this appointment. Is the appointment as Director considered a 1.0 FTE appointment, or is it a less than 1.0 FTE with a concurrent faculty appointment? It would also be helpful to understand whether this is anticipated as a long-term appointment or more as a limited duration appointment subject to review and renewal on a prescribed basis (i.e. every three year). Those clarifications will help in terms of our understanding of the appointment.

I will have my staff send the appropriate Compliance Statement to be submitted with the Request to Offer reflecting this appointment. Should that be sent to you directly or is there someone assisting you with the administrative pieces of the appointment process?

Once the Compliance Statement and Request to Offer have been completed, they should be submitted to the College of Education Dean's Office to be reviewed and approved through the appropriate chain of command. Please attach a copy of the materials included in your email to me with the RTO and Compliance Statement.

From the exchange of emails, I understand that the appointment will not become effective until September 15, 2008, but that there is a critical need for a transitional period. As a result, I suggest that you process the RTO and Compliance Statement at your earliest convenience so that you will then be able to announce the decision.

I think I have covered everything. If I have left anything out, please don't hesitate to give me a call at 346-2974.

Penny

Penelope Daugherty, Director
Affirmative Action & Equal Opportunity
University of Oregon

From: Hill Walker [mailto:hwalker@uoregon.edu]

Sent: Tuesday, December 18, 2007 2:13 PM

To: Penny Daugherty

Cc: Richard Linton; Mike Bullis

Subject: Fw: Vote on Jane Squires as UCEDD-CHD Director

Hi Penny,

I am following up regarding the search for my replacement as director of the Center on Human Development (CHD). This position also involves serving as the PI for the annual core grant from the U.S. Administration on Developmental Disabilities that provides annual support for the CHD's operations and programmatic activities. Jane Squires, the associate director of our University Center for Excellence in Developmental Disabilities (UCEDD), was unanimously recommended by the search committee to replace me as director of the CHD-

1/17/2008

UCEDD. Her appointment to this position is to be effective as of Sept. 15, 2008.

Details of the search process and its result are described in the emails below as is Rich Linton's recent approval of Jane's appointment as my replacement in this position. I have attached an updated copy of Jane's vita along with an email to you from Moira Kiltie of several months ago in which she communicated her approval of the search process we implemented that her office recommends for use by Centers and Insitutes in replacing C and I directors.

Please advise me of the remaining steps that need to be taken to complete this process and to move forward with Jane's appointment. Thank you for your attention to this matter. Please call me if you have questions or wish to discuss anything.

Best.

Hill

Hill-

This is to confirm my support for Jane Squires appointment as the CHD-UCEDD director effective September 15, 2008. I will respond to the issues of financial support for Jane's directorship in a separate e-mail.

Best wishes for the holiday season,
Rich

From: Hill Walker [mailto:hwalker@uoregon.edu]
Sent: Thursday, November 08, 2007 11:18 AM
To: Richard Linton
Cc: Moira Kiltie
Subject: Fw: Vote on Jane Squires as UCEDD-CHD Director

Hi Rich,

On Monday, November 5, the UCEDD Management Team for the Center on Human Development met to review, discuss and vote on Jane Squires candidacy to be the new CHD-UCEDD director as of Sept. 15, 2008. The search was limited to faculty and staff within the Center on Human Development which consists of seven program units. The application period for the position was the month of October. The UCEDD Management Team served as the search committee for this position announcement (See email below).

The results of this review and discussion resulted in unanimous support for Jane to become the new director. The attached email to Moira explains the process and reports the vote of committee members.

I ask that you approve Jane's appointment to replace me as Director of the Center on Human Development and as Director of the annual UCEDD core grant which provides infrastructure support for the CHD as well as direct program support. As noted above, we would like the formal transition to occur on Sept. 15, 2008.

Thank you for your attention to this matter and for the assistance provided by you and Moira re the process. Please call me with questions or concerns.

Sincerely,

Hill

----- Original Message -----
From: Hill Walker

1/17/2008

To: Rick Albin ; Liz Thorin ; Leslie Martinez ; Jane Squires ; Hill Walker ; Debra Eisert ; Ann Thurber ; Alison Ball ; Shawn Boles
Cc: kiltie@uoregon.edu ; Mike Bullis
Sent: Tuesday, October 30, 2007 1:37 PM
Subject: Vote on Jane Squires as UCEDD-CHD Director

Hi Everyone,

As you know, the month of October was the open application period for the position of UCEDD-CHD Director. We received only one application (i.e. from Jane Squires who serves as the Associate Director of the UCEDD-CHD). I would like to have a review and discussion of Jane's candidacy for the position at our regularly scheduled meeting at 3pm on Monday, November 5. I have attached a copy of the position description, Jane's vita and an application letter from her. Please review these materials and come to the meeting prepared to discuss her application and to vote on her candidacy.

Important note: If you cannot attend this meeting, please register your vote by sending an email to me before our meeting on Nov. 5. Thank you for your attention to this matter and for serving as the search committee for this position. Please contact me if you have questions or wish to discuss anything.

Hill

Hill Walker

From: "Hill Walker" <hwalker@uoregon.edu>
To: "Rich Linton" <rlinton@uoregon.edu>
Cc: "Moira Kiltie" <kiltie@uoregon.edu>
Sent: Thursday, November 08, 2007 12:17 PM
Attach: 071022 LTR Squires UCEDD App.doc; Jane Squires vita 10-22-07.doc; UCEDD Director-Duties-Responsibilities.doc; Jane Squires - corrected version.eml
Subject: Fw: Vote on Jane Squires as UCEDD-CHD Director

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Hill

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Hill

8/27/2008

Hill Walker

From: "Hill Walker" <hwalker@uoregon.edu>
To: "Elaine Jones" <ejones@uoregon.edu>; "Mike Bullis" <bullism@uoregon.edu>
Cc: "Leslie Martinez" <lesliem@uoregon.edu>
Sent: Friday, August 24, 2007 3:00 PM
Subject: Talking points re CHD support

Hello Mike and Elaine,

I promised that I would develop a few talking points for discretionary use in your upcoming meeting with Linton and Moira Kiltie re my request for reestablishing direct U of O fiscal support for the CHD. These talking points are listed below:

1) the CHD was established by Bob Schwarz in 1972 as a requirement for receiving an annual, recurring core grant award from the U.S. Administration on Developmental Disabilities to establish and support a UCEDD. The purpose of the core grant award was to support the development of a portfolio of activities relating to disability issues, priorities and goals and to provide administrative support and coordination across an array of programmatic units (e.g. ECS, EC Cares, WRRRC) whose focus is on improving the lives of persons with disabilities and/or who are a substantial risk.

2) the original core grant was awarded to us in 1972 in the amount of \$70,000; today, our recurring annual budget for the UCEDD is \$500,000. The national Association of University Centers on Disabilities (AUCD) serves as the executive office and coordinating agency for the network of UCEDDs located in 67 host universities across the country. The AUCD is a powerfully effective lobbying and advocacy resource for the CHD and for the other centers in the national network. We have been continually funded by this core grant since 1972 and have been remarkably successful in expanding our portfolio of activities and in leveraging ADD funding into grant support from a broad array of federal and state funding sources.

3) when the CHD was established in 1972, the CHD director's salary was provided by the U of O and this practice continued for 30 years until 2002 when I went on tenure reduction. In addition to providing a very important portion of our required match of 25% over the years, these funds provided flex dollars that allowed us to pursue initiatives that otherwise would have not been possible. They are a major reason that we have been so successful in leveraging our ADD core funding.

4) when I retired in 2002, Marty took away my U of O director's salary and used it for other priorities within the college--the nature of which I have no idea.

5) from 2002 to 2006, we used the .33 FTE salary from my post tenure assignment to partially meet the funding agency's match requirement. For the past year, we've been unable to do that since my assignment ended in August, 2006 and my 1/3 recurring salary ended. We have to recompute our UCEDD award this fall by developing a new 5-year core grant application this. In order to meet the funding agency's match requirement and to develop a competitive UCEDD proposal, it is my view that at least a portion of the CHD director's salary needs to be reestablished. I think 1/2 of the director's salary would be sufficient.

6) in a 2006 salary and institutional support survey of the national association of 67 UCEDD's by the AUCD, it was found that 70% of UCEDDs received some level of host university, direct fiscal support. The percentage of host university fiscal support varied from 3 to 100% across the national network of programs.

I hope this information is helpful to you as you meet with VP Linton and his staff over this matter. I appreciate your strong support of this request as it forms a watershed juncture for the programmatic health, viability and future of the CHD. Let me know if you need more information before your meeting.

Hill

9/10/2007

Hill Walker

From: "Mike Bullis" <bullism@uoregon.edu>
To: "Richard Linton" <rlinton@uoregon.edu>
Cc: "Moira Kiltie" <kiltie@uoregon.edu>; "Elaine Jones" <ejones@uoregon.edu>; "Sonja Runberg" <srnberg@uoregon.edu>; "Hill Walker" <hwalker@uoregon.edu>; "Stacy Williams" <stacyw@uoregon.edu>; "Susan Brown" <suebrown@uoregon.edu>
Sent: Sunday, December 16, 2007 8:15 PM
Subject: Re: University commitment for CHD

outstanding -- thanks for your support of this important project and the COE -- I greatly appreciate this action and all the work you do on the behalf of the College.

Richard Linton wrote:

>
> Mike-
> Thanks for the recent clarifications and follow-up regarding the details
> of Jane Squire's appointment. The Research Office will commit to
> supporting 0.5FTE of her academic year appointment as the incoming
> director of CHD effective September 15, 2008. Estimated first-year cost
> (AY08-09) is \$[REDACTED] plus OPE, or an approximate total of \$[REDACTED] as the
> institutional commitment from the Research Office for the 0.5FTE
> position as CHD Director. The Research Office contribution for each
> following academic year of the 5-year grant UCEDD renewal would be
> include this base support plus any raises on a continuing 0.5FTE basis.
> I assume you or Hill will pass on the good news to Jane. Let me know if
> you have any further comments or questions.

>
> Best wishes for the holiday season,
> Rich

> -----Original Message-----

> From: Mike Bullis [mailto:bullism@uoregon.edu]
> Sent: Wednesday, October 10, 2007 5:11 PM
> To: Richard Linton
> Cc: Moira Kiltie; Elaine Jones; Sonja Runberg
> Subject: University commitment for CHD

>
> Rich -

>
> I am writing in regard to the conversation you, Moira, Elaine Jones, and
> I had regarding the upcoming application for the University Center for
> Excellence on disability, or as I have always referred to the project,
> the Center for Human Development (CHD) core application in the winter of
> 2008. Specifically, I was to gather information regarding the necessary
> university contribution to address that called for in the application
> process and send that information to you. Before stating what is needed
> to address the university contribution I first provide a very brief
> background on this request (we discussed this context at our meeting in
> late summer and Moira has extensive notes relative to CHD and this

> issue).

>

> As you know, CHD has been in existence for 30+ years and has been
> directed by Hill Walker for the past 20+ years. The university
> contribution required in the application has always been addressed by
> allocating part of Hill's tenure-line salary toward that requirement.
> However, Hill will retire at the end of this year and the intent is to
> have Jane Squires assume the CHD director position. Jane is uniquely
> suited to assume this role and I have no doubt that she will excel as
> the director.

>

> The issue is this: Jane is not tenured and as a result has no state
> money to use as the university contribution for the application, a fact
> which is quite unique among the 70 other such centers nationwide as most
> directors are tenured full professors. Given this situation, you asked
> that I look at Jane's salary and estimate how much of a contribution
> would be necessary for the university contribution - resources that are
> critical to the success of the upcoming application.

>

> Jane's current 9-month salary is \$ [REDACTED] for 9-months, which - frankly -
> is entirely too low for a scholar of her standing, her role in our
> College, and someone who will direct a major center such as this.
> Accordingly, I propose that she receive a salary of \$ [REDACTED] for 9-months
> (this is the "floor" for our full professors, which is Jane's rank). In
> talking with the national evaluation team that reviewed the CHD this
> summer, it was clear that the minimum expected university contribution
> to be successful in the application process would be .5 FTE of the
> director's position (Moirra should be able to document this level of
> commitment from her meeting with that group) in each year of the 5-year
> grant.

>

> Using the above salary and FTE, Jane's 12-month salary would be \$ [REDACTED]

>

> + OPE of \$ [REDACTED] for a total of \$ [REDACTED]. It follows that the
> university contribution for the first year would be \$ [REDACTED]. The
> contribution for each following year of the 5-year grant, would be this
> base plus any raises that would be accrued multiplied by .5.

>

> I will plan on calling you in the near future to discuss this proposal.
> In the meantime, please contact me with questions.

>

>

> Thank you --

>

> --

> Michael Bullis, Ph.D.
> Dean & Sommerville-Knight Professor
> College of Education
> 1215 University of Oregon
> Eugene, OR 97403-1215
> 541-346-1601 (phone)

8/27/2008

Hill Walker

From: "Hill Walker" <hwalker@uoregon.edu>
To: "Richard Linton" <rlinton@uoregon.edu>
Sent: Tuesday, July 29, 2008 11:25 AM
Subject: Re: new UCEDD director process

Hi Rich,

Will do. Thanks.

Hill

----- Original Message -----

From: Richard Linton
To: Hill Walker
Cc: Leslie Martinez ; Jane Squires ; Michael Bullis ; Susan Brown ; Moira Kiltie
Sent: Tuesday, July 29, 2008 11:20 AM
Subject: RE: new UCEDD director process

Hill-

Thanks for the updates. I am not sure how much detail is required in the letter other than an institutional endorsement for the appointment. Feel free to provide a draft letter to me that provides the right level of detail and indicates a strong institutional commitment to Jane as the new director.

Best,
Rich

From: Hill Walker [mailto:hwalker@uoregon.edu]
Sent: Tuesday, July 29, 2008 11:03 AM
To: Richard Linton
Cc: Leslie Martinez; Jane Squires; Michael Bullis
Subject: Fw: new UCEDD director process

Hi Rich,

In a recent email exchange with Jennifer Johnson of ADD, I gave her a heads up that Jane Squires would replace me in the fall and that she could expect a letter from you to that effect in the next several weeks. She said fine and that she had met Jane and heard very good things about her. But she did mention that they need certain information in order to process and approve her as the new UCEDD director. This information is contained in the link below.

I suggest you go ahead with the letter and I will develop the information they need. I'll forward it to you to send on to Jennifer via email if that works for you. I'll get it to you in a week or so.

Thanks and please call me with questions.

Hill

----- Original Message -----

From: Maggie Nygren
To: Hill M. Walker
Sent: Monday, July 28, 2008 11:20 AM
Subject: new UCEDD director process

Here is the document that provides ADD's processes:

8/27/2008

http://www.aucd.org/docs/urc/request_to_change_director_011907.pdf

Maggie

Margaret A. Nygren, EdD
Associate Executive Director for Program Development
Association of University Centers on Disabilities (AUCD)
1010 Wayne Avenue, Suite 920
Silver Spring MD 20910
p: 301-588-8252
f: 301-588-2842
mnygren@aucd.org
www.aucd.org

8/27/2008