

2006-2007 Academic Affairs - Faculty Appointments and Advancement

Section	Document Name
Fiscal Health	• Exec Mgmt w.o Plan.pdf

Mission

The Office of Academic Policies, Procedures and Documentation (APPD) functions as the operational arm of the Dean of the Faculties Office on matters pertaining to faculty and academic policies and procedures, which includes the interpretation, implementation, evaluation and communication of these policies and procedures to faculty, staff, administrators, students and others.

Goals and Objectives

▣ 1. Provide leadership in coordinating the overlapping responsibilities to academic and administrative offices, such as Faculty Council, Human Resources, Information Management and Institutional Research, Affirmative Action, Fiscal Affairs, Student Information Systems and University Counsel, as they relate to academic affairs.

☑ 1. Collaborate with the COPR (Committee on Process Review, which includes our office, Payroll, HR and Budget offices) to identify problems, find solutions, streamline workflow, offer new services and programs and prepare for the implementation of the HRMS system.

Campus Planning Theme: Best Practices

Secondary Goals:

Sub Unit: None

Time Frame: Ongoing

Actions taken for 2006-2007:

Representatives from APPD continue to meet regularly with the COPR group. We have used this group as a forum for solving problems and discussing issues related to HRMS implementation as well as for overall appointment processing, developing and implementing campus policies, streamlining functions and trying to utilize best practices.

Evidence of Progress for 2006-2007:

Successful and smooth implementation of new policies, procedures, services and HRMS functionality. Quick and informed responses to issues and problems that affect our offices and their activities. Better service to the campus.

Activities planned for 2007-2008:

Continued membership and participation in the COPR group.

☑ 2. Implement Background Checking

Campus Planning Theme: Best Practices

Secondary Goals:

Sub Unit: None

Time Frame: Ongoing

Actions taken for 2006-2007:

HireRight system has been chosen as the vendor. Draft policy for background checking for academic appointees is circulating through deans and administration - the policy is closely aligned with the draft staff/hourly policy and with the policy for state employees. APPD met with HR to talk about how to roll-out the new system to the schools and units.

Evidence of Progress for 2006-2007:

Effective implementation of policies and new vendor system.

Activities planned for 2007-2008:

Adoption of the academic and staff/hourly policies. Implementation is planned for January 2004. Need for training and communication to schools and units who will be using the system.

▣ 2. Increase commitment to the development of state-of-the-art technologies that will bring IUPUI academic information systems and personnel practices to the highest standards of contemporary practice.

▣ 1. Web Site Development

Campus Planning Theme: Best Practices

Secondary Goals:

Sub Unit: None

Time Frame: Ongoing

Actions taken for 2006-2007:

We have a totally redesigned web site which follows that same arrangement and color scheme of the Dean of the Faculties' web site. There is considerable content already available, with links to the IU Academic Handbook, the IUPUI Supplement, the IUPUI Promotion and Tenure Guidelines and other policies and their corresponding forms on many topics related to academic processing and procedures. This is a considerable time-saver and presents a wonderful service orientation for the campus and beyond. Chris Hoskins and Kim Manlove have been able to "webify" the course and degree approval program. We also continue to work on the automated "primary and secondary reviewer" system for the campus promotion and tenure process.

Evidence of Progress for 2006-2007:

Review of the office's web site indicates the progress made to date. Plus, we are now able to refer faculty, administrators and others to our web site when they want copies of policies and procedures such as the IUPUI Promotion and Tenure Guidelines and the Partially Paid Family Leave policy and application. This saves time and photocopying.

Activities planned for 2007-2008:

Adding content and updating what is there. Adding a button for the new Academic Appointment Vacancies web site, which will draw data from the Applicant Tracking/Offer Packet system.

☒ 2. HRMS development and implementation

Campus Planning Theme: Best Practices

Secondary Goals:

Sub Unit: None

Time Frame: Ongoing

Actions taken for 2006-2007:

Implementation of new HRMS system in January 2003. Addition of continued functionality in October 2003. Development of IUIE reporting tool. APPD has been a major player in this work, including processing E-Docs of all types, training, communications, planning for future functionality (routing and approval and save - October 2003), troubleshooting, "help desk". We hired two new individuals who are primarily engaged in HRMS, after upgrading these positions - they are Tracy Davis and John Pieper - and they have proven to be efficient, hard-working and eager to learn.

Evidence of Progress for 2006-2007:

Smooth implementation of HRMS and continued delivery of additional functionality and support.

Activities planned for 2007-2008:

In addition to continued development of the system, including implementation of the new routing and approval and save features, our office must plan for the implementation of Phase II of the system, as well as plan for continued training, updating, communication and maintenance beyond the initial roll-out in December 2002. We are upgrading two additional positions to reflect these considerable new responsibilities.

☒ 3. SIS development and implementation

Campus Planning Theme: Best Practices

Secondary Goals:

Sub Unit:

Time Frame: Ongoing

Actions taken for 2006-2007:

Sara Hook serves as a member of the SIS Steering Committee, where she monitors the impact of the proposed system on faculty matters to assure that IUPUI's needs are met in the design and implementation of the system and each of its component phases.

Evidence of Progress for 2006-2007:

Sara Hook continues to be a member of the SIS Steering Committee. Subunits of the SIS project have been

successfully implemented and planning and development continues for the remaining pieces of functionality.

Activities planned for 2007-2008:

Sara Hook will continue to serve as a member of the SIS Steering Committee and will continue to be supportive of the efforts of the SIS project team as well as monitor the development and implementation of the system so that IUPUI's needs are met.

☒ 4. Faculty Annual Summary Report (FASR)

Campus Planning Theme: Best Practices

Secondary Goals:

Sub Unit: None

Time Frame: Ongoing

Actions taken for 2006-2007:

The Faculty Annual Summary Report (FASR), which was a massive document that faculty needed to fill out every year, was first automated into a web site by the School of Engineering and Technology. It was then used by the School of Liberal Arts. A team of people, including representatives from APPD and numerous schools, met and advocated for a shorter version of the FASR that would collect the necessary campus information. A revised version of the FASR is now available that uses less than 20 questions, consolidates information (all publications are under one heading) and uses a variety of buttons and pull-down menus to make it easy to use and consistent. Schools can modify the form as they wish with additional questions to reflect the needs of their discipline and school policies.

Evidence of Progress for 2006-2007:

The revised eFASR looks great, is easy to use and captures a wealth of useful information in a standardized manner. Progress will be judged by the number of schools and units that avail themselves of the system and find that it meets their data gathering needs, as well as the needs of the campus for certain core data.

Activities planned for 2007-2008:

There is a mixture in terms of what schools are using, with some schools using the original form as a Word document, others using the automated "long" form through E&T and others using the new "short" form. The short form is delightful, easy to use, attractive and logical. More schools are interested in moving to the automated short form. Also, there is considerable discussion on rolling out the "short form" FASR and modifying it for use with graduate students and PA staff with the belief that the work of these individuals should also be gathered in order to get a try picture of the work being done on the campus.

☒ 3. Place greater emphasis on research and the development of data resources related to faculty effort and productivity, to assist decision-makers at both the academic unit and campus level.

☒ 1. FASR

Campus Planning Theme: Best Practices

Secondary Goals:

Sub Unit: None

Sub Unit: None
Time Frame: Ongoing

Actions taken for 2006-2007:

See under Goal 2 for details.

Evidence of Progress for 2006-2007:

See under Goal 2 for details.

Activities planned for 2007-2008:

See under Goal 2 for details.

☑ 2. Preparation of Reports

Campus Planning Theme: Teaching and Learning

Secondary Goals:

Sub Unit: None

Time Frame: null

Actions taken for 2006-2007:

We have a series of reports that are prepared on a regular basis, such as the campus summary, the annual review/post-tenure review certification report and the balance of trade, as well as specialized reports at the request of the Dean of the Faculties, the Chancellor and others. Reports are also generated from campus activities such as the promotion and tenure process and sabbatical leaves. The implementation of IUIE will assist in the preparation of these reports.

Our office generates a considerable number of letters as a consequence of such processes as promotion and tenure, sabbatical leaves, reappointments, awards and recognition, etc. Sharon Graves will be helping with this more in the future and she will also work on the tools that are needed to ensure a smooth promotion and tenure process and on the sabbatical leaves and honorary degree activities that need to be done.

Sabrina (Bree) Synder continues her work as our student hourly and has helped us catch up with an overload of filing that was a consequence of the "paper-based" parts of HRMS implementation.

Evidence of Progress for 2006-2007:

Quality of reports and timeliness of response to requests for reports. Implementation of IUIE and successful generation of "pre-programmed" reports.

Activities planned for 2007-2008:

The implementation of HRMS will allow us access to IUIE, which will allow us to do even more elaborate reports, as well as reports on demand. APPD will continue to respond to requests for reports in a timely and efficient manner.

3. Conflict of Interest database
Campus Planning Theme: Best Practices
Secondary Goals:
Sub Unit: None
Time Frame: Ongoing
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Actions taken for 2006-2007:

As part of complying with Conflict of Interest and Conflict of Commitment policies. Being developed by Research and Sponsored Programs with input from APPD and various school and unit representatives. Pilot system has been demonstrated.

Evidence of Progress for 2006-2007:

Implementation of effective conflict of interest system.

Activities planned for 2007-2008:

Continued development of automated conflict of interest system.

4. Place greater emphasis on the office's participation in the recruitment and hiring process for new faculty appointments at IUPUI so that candidate's are fully aware of their academic responsibilities, as well as the many professional development opportunities available on campus, that will ensure a successful and productive career at IUPUI.

1. Webification of the offer packet process
Campus Planning Theme: Best Practices
Secondary Goals:
Sub Unit: None
Time Frame: Ongoing
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Actions taken for 2006-2007:

Affirmative Action has developed a prototype academic applicant processing system. Into this has been bundled an automated offer packet process. The system will include a routing and approval feature and will allow schools to transmit and store vitas, letters of recommendation, offer letters and other documentation gathered during the recruitment process as well as provide a checklist for schools to certify that certain procedures have been followed (background checking for example).

Evidence of Progress for 2006-2007:

The success of the system will be the evidence and how it streamlines these processes (before this they were either done

the success of the system will be the evidence and how it streamlines these processes (before this they were either done through a paper process or using a cumbersome database system).

Activities planned for 2007-2008:

Testing, final revisions and roll-out - with official roll-out target date of November 1. Communication will be sent to all units, schools and departments who recruit for academic appointments.

- ☒ 2. Pursue excellence in academic employment processing so that office assists in efficient hiring process and that this efficiency continues through the duration of the individuals academic appointment.

Campus Planning Theme: Best Practices

Secondary Goals:

Sub Unit: None

Time Frame: Ongoing

Actions taken for 2006-2007:

Some examples of this are the soon to be implemented automated Academic Appointment Tracking/Offer Packet process, the Conflicts of Interest database, the continued roll-out and enhancement of HRMS and the introduction of the new background checking policy and the related HireRight system. Another new service is a consolidated listing of academic position vacancies, which will be web-based, accessible to the public, updated regularly through data submitted through the Academic Appointment Tracking system and maintained and monitored by APPD. A prototype of this, using bona fide data from ongoing searches, is already circulating for input from the Dean of the the Faculties.

Evidence of Progress for 2006-2007:

The evidence will be in the services and process developed to meet this goal. See above for some specific services and enhancements to be added during 2003-2004 and beyond.

Activities planned for 2007-2008:

Continue to find ways to streamline and improve processing and procedures for academic appointments.

- ☒ 3. Flexible faculty roles

Campus Planning Theme: Best Practices

Secondary Goals:

Sub Unit:

Time Frame: Ongoing

Actions taken for 2006-2007:

Sara Hook and Joe Scodro continue to work with Dan Rives and school deans to respond to requests for more flexible faculty roles. Contracts reflecting these flexible arrangements have been drafted, approved and signed by all parties. Sara is also working with a small committee to develop guidelines for the Academic Specialist rank, particular how this rank applies to advisors, and to further implement that newly revised Lecturer/Senior Lecturer policies.

Evidence of Progress for 2006-2007:

The contracts that have been prepared and signed continue to reflect our work in this area.

Activities planned for 2007-2008:

APPD will continue to be a leader in exploring and crafting faculty roles that will allow for the changing needs of the campus, schools, departments and individual faculty members.

▣ 5. Engage in outreach activities, such as offering training programs and workshops, web site development, published reports and brochures, and collaboration with other units and organizations on campus that will make information on academic policies and procedures more readily available and accessible to faculty, administrators, staff, potential faculty, alumni and the general public.

☒ 1. Offer more training programs and workshops, in collaboration with other units and organizations

Campus Planning Theme: Best Practices

Secondary Goals:

Sub Unit: None

Time Frame: Ongoing

Actions taken for 2006-2007:

The focus continues to be on training programs for HRMS, with Carol McGarry taking the lead. With each new piece of functionality, training and updated training materials are needed. Most recently, the "routing and approval" and the "save" features of HRMS were implemented, necessitating training not only for the E-Doc initiators all around the campus, but also for "approvers".

Other training continues as needed.

Kim Manlove planned and hosted another successful ConnectTech event, an effort to connect the campus with businesses and other entities engaged in the high tech arena. This is becoming an annual tradition and builds important linkages with constituencies in a number of fields.

Evidence of Progress for 2006-2007:

The quality and timeliness of training. The quality of training materials. Effectiveness of training can somewhat be gauged by the quality of the HRMS processing that is done in the schools and units. The quality of the promotion and tenure workshop is reflected by the dossiers that are received during the promotion and tenure process.

Activities planned for 2007-2008:

Continued training on HRMS and IUIE will be developed and offered as needed. APPD will also co-host a workshop

in the spring for promotion and tenure candidates - this is done every other year.

2. Publications

Campus Planning Theme: Best Practices

Secondary Goals:

Sub Unit: None

Time Frame: Ongoing

Actions taken for 2006-2007:

There is a P&T Workbook that would provide an abbreviated version of the IUPUI Promotion and Tenure Guidelines for candidates preparing others. This is a coordinated effort between APPD, Office for Professional Development and the Office for Service Learning.

Development of training materials for HRMS implementation and the development of additional functionality.

Evidence of Progress for 2006-2007:

Quality of publications and relevance to needs of schools, units and departments.

Activities planned for 2007-2008:

Continued development of training materials for the implementation of the HRMS system, particularly tailored for processing situations that may be unique to the IUPUI campus.

Work also continues on a handbook for Non-tenure track faculty that would be both in a web-based form and printable. This would be a companion to the IUPUI Supplement to the Academic Handbook. There is already a nice handout related to the Supplement that provides the web site addresses and a table of contents. APPD also provides considerable written material - invitations, awards, certificates, etc. - as part of the Honors Convocation and the staff recognition ceremony.

Fiscal Health

Reallocation Plan

Other Question(s)

1) *Diversity.* In the past year (July 1, 2006-June 30, 2007) what actions have you taken and what results have you achieved in retaining and graduating a diverse student body; enhancing diversity in research, scholarship, and creative activity; and recruiting, developing, and supporting diverse faculty and staff?

2) *International activities.* Over the past year, in what international projects and activities have your faculty, staff, and students engaged? What new efforts have been undertaken to internationalize the curriculum?