

**1999 Planning Summary
for
Office of Academic and Faculty Records**

Overarching Campus Goal: Student retention.

Our office has minimal interaction with students, although we strive to contribute to this goal through participation in Team IUPUI and other student-centered events. Our role in student retention is better described by indicating that to that extent that we can make faculty life easier through the efficiency and comprehensiveness of our services, faculty will have more time to devote to students.

Goal 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.

Primary IUPUI Goal: Accountability and Best Practices

Indicators of Progress

Planning meetings held
Collaborative programs and projects
Good working relationships

Evidence

Good working relationship with Affirmative Action Office
Ongoing efforts with University Counsel (on Board of Review cases, post-tenure review)
Better processes of employment verification and unemployment claims with Human Resources
Responding to questions from Faculty Council Office
Work on Handbook Committee, Task Force on Grievance Procedures
Participation in New Faculty Orientation Programs with Office of Professional Development on promotion and Tenure, department chair workshops
Post-doc insurance (Research & Sponsored Programs, University Benefits)
Speaker for Office for Women
Planning for “exit interviews” with Office of Women, Office of Professional Development, School of Medicine

Goal 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.

Primary IUPUI Goal: Accountability and Best Practices

Indicators of Progress

Evidence

Participation in HRMS project

Membership on HRMS Steering Committee
(Hook, Manlove)
Membership on Executive Committee
(Hook)
Co-Chair, Communications Committee
(Manlove)
Co-Chair, Information Environment
Advisory Committee (Hook)
PAF Design Team Leader (Hook)
Functional support teams (Polen, McGarry)

Automated FASR projects

Bids and specifications completed
(Manlove)

Faculty "Expertise" Database

Selection of Community of Science (Hook)

Goal 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.

Primary IUPUI Goal: Accountability and Best Practices

Indicators of Progress

Evidence

List processing

Scheme for generating common lists more
efficiently (Manlove)

Responding to research requests

Completed several projects for Office of
Women
Request for "trend study" on faculty matters

Work with other offices to resolve
data discrepancies

OZ,OX problem from Affirmative Action
Office (Manlove)

Collaboration with IMIR

Annual campus summary reports and "N"
(Manlove)

Goal 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.

Primary IUPUI Goal: Responsibilities of Excellence

Indicators of Progress

Evidence

Training of department chairs on recruitment of faculty members	Number of programs offered Participation Becoming part of regular campus offering
Creation of a recruitment web site Steps in process Blended with affirmative action steps Links to all forms and policies Checklist	Completion of web site Use of web site Reduction in recruitment mistakes Faculty understand commitments More timely appointment of faculty
Training of support staff on PAFs, HRIS system	Fewer errors Better data into HRIS Reduce need for staff corrections
Development of web sites to attract candidates	Number of web sites Tailored to specific audiences Number of candidates from diverse groups

Other achievements:

- Reorganization of office staff: including hiring two new full-time staff members, one graduate assistant and one hourly. Most recently, Carol McGarry from University Benefits Office in Bloomington
- Praised by Bloomington office for prompt and complete information for Board of Trustees agenda
- Kim Manlove was an invited member of two panels at national meeting on higher education
- Smooth functioning of promotion and tenure (with early completion) and sabbatical leaves process
- Sponsorship of SLIS graduate assistant
- Design of "bookmark" to assist faculty and others in learning about the office's services

Goals for 2000

Goals 1-4 from 1999

Goal 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.

Primary IUPUI Goal: Accountability and Best Practices

Indicators of Progress

Evidence

Workshops and training

Number of offerings
Number of participants
Breadth of offerings
Feedback and demand for repeats

Web site creation

Number of pages created
Breadth of subjects covered
Depth of coverage
Number of "hits"
Special tailoring to audience

Self-service web sites

Sabbatical leaves
Partial-paid family leaves
Content plus links plus forms
FASR

Ability to meet needs through web
Number of forms printed from web
Number of forms submitted on web
Quality of content
Timeliness of content

Published reports and brochures

Helpfulness of reports and brochures
Distribution of reports and brochures
Appearance of reports and brochures

Collaboration

Number/scope of planning sessions
Programs offered
Collaborative programs offered

Needs of Office:

Full-time biweekly staff member. Can be partially covered by savings on overtime and hourly wages. Part of responsibilities to work on HRMS project. Scope of position, duties, and candidate requirements detailed in position description form available upon request.

