

# 2002-2003 Academic Affairs - Faculty Appointments and Advancement

Section

Document Name

## 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

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### Actions taken for 2002-2003:

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.

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### Evidence of Progress for 2002-2003:

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.

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### Activities planned for 2003-2004:

Continued membership and participation in the COPR group.

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**Activities planned for 2003-2004:**

Continued membership and participation in the COPR group.

▣ 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.

▣ 2. HRMS development and implementation

**Campus Planning Theme:** Best Practices

**Secondary Goals:**

**Sub Unit:** None

**Time Frame:** Ongoing

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**Actions taken for 2002-2003:**

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.

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**Evidence of Progress for 2002-2003:**

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

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**Activities planned for 2003-2004:**

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.

## 2. HRMS development and implementation

**Campus Planning Theme:** Best Practices

**Secondary Goals:**

**Sub Unit:** None

**Time Frame:** Ongoing

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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. 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.

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.

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.

## Fiscal Health

The fiscal health of APPD is excellent. Our financial statement is part of the overall Academic Affairs budget.

## Reallocation Plan

N/A

## Other Question(s)

