


# 2010-2011 Academic Affairs - Faculty Appointments and Advancement


| Section       | Document Name                 |
|---------------|-------------------------------|
| Fiscal Health | • <a href="#">ACADAFF.pdf</a> |

## Mission

To oversee all employment-related activities for academic appointees at IUPUI in a fair and confidential manner that will enhance faculty life and work.

## Goals and Objectives

 01. Review all edocs (> 16,000) initiated for academic appointees on the IUPUI campus; approve, disapprove, or correct and approve.

 a. New hire edocs (>1,000) must be approved in time to allow benefits-eligible appointees to enroll in voluntary benefits plans (healthcare) prior to the 30 day deadline; they cannot be approved until the appropriate background check and required I-9 and Everify processes (also managed by FAA) are completed.

**Campus Planning Theme:**

**Secondary Goals:**


**Sub Unit:**

**Time Frame:**

Actions taken for 2010-2011:

Evidence of Progress for 2010-2011:

Activities planned for 2011-2012:

 b. All new hire and new contract edocs (>1,500) must be approved before the payroll voucher build, about the 20th of each month, to ensure that employee receives proper paycheck.

**Campus Planning Theme:**

**Secondary Goals:**

**Sub Unit:**

**Time Frame:**

Actions taken for 2010-2011:

Evidence of Progress for 2010-2011:

Activities planned for 2011-2012:

 02. Manage the Promotion and Tenure process



**Campus Planning Theme:**  
**Secondary Goals:**  
**Sub Unit:**  
**Time Frame:**

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**Actions taken for 2010-2011:**

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**Evidence of Progress for 2010-2011:**

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**Activities planned for 2011-2012:**



**Campus Planning Theme:**  
**Secondary Goals:**  
**Sub Unit:**  
**Time Frame:**

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**Actions taken for 2010-2011:**


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**Evidence of Progress for 2010-2011:**

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**Activities planned for 2011-2012:**

 **03. Conduct workshops for faculty and academic administrators, beginning the year with New Faculty Experience, and proceeding with special topics on promotion and tenure, developing leadership, writing personal statement, and specific sessions targeted at various types of academics.**

 **a. 18 P&T, Partnering for Promotion, and Administrator Leadership workshops, attended by a total of 455 faculty members.**

**Campus Planning Theme:**  
**Secondary Goals:**  
**Sub Unit:**  
**Time Frame:**

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**Actions taken for 2010-2011:**

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**Evidence of Progress for 2010-2011:**

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Activities planned for 2011-2012:

- ☑ b. 10 programs in the RatT and SALT series, attended by a total of 219 people.

**Campus Planning Theme:**

**Secondary Goals:**

**Sub Unit:**

**Time Frame:**

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Actions taken for 2010-2011:

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Evidence of Progress for 2010-2011:

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Activities planned for 2011-2012:

- ☑ c. Design Adobe connect programs to place on the AA web site for 24/7 access of key promotion and tenure topics by our faculty.

**Campus Planning Theme:**

**Secondary Goals:**

**Sub Unit:**

**Time Frame:**

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Actions taken for 2010-2011:

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Evidence of Progress for 2010-2011:

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Activities planned for 2011-2012:

- ▶ 04. Oversee the faculty awards process, culminating in the Chancellor's Honors Convocation.
- ▶ 05. Manage the faculty reappointment process (950 individuals), ensuring that faculty receive appropriate annual and three year reviews, and that appointment dates are correct in HRMS.
- ▶ 06. Manage the Sabbatical Leave process (44 applicants), establishing a committee to review applications, reporting recommendations, and ensuring correct leave data is entered into HRMS.
- ▶ 07. Compile monthly administrative action reports and bi-monthly agendas for the Board of Trustees.
- ▶ 08. Adjudicate faculty grievances as required by academic policy, and collaborate with unit administrators and university counsel as appropriate to address faculty performance issues.
- ▶ 09. Provide reports on faculty demographics and faculty work as requested.
- ▶ 10. Continually update the Academic Affairs web site to maximize customer utilization.
- ▶ 11. Begin the digitization of the entire faculty records system (to be completed by 2013).



12. Enhance the recruitment and retention of under-represented faculty (through the SRUF program).

## **Fiscal Health**

## **Reallocation Plan**

## **Other Question(s)**

1. What initiatives have you undertaken, or have planned, to improve retention and graduation rates?

From our perspective, we work toward retention of faculty, (see workshops, above) toward recruitment and retention of strong female and minority faculty [SRUF initiative, which supports recruitment of minority (ethnic or gender) faculty financially].

2. What are the priorities that shape your decisions about initiatives you will undertake and maintain?

1. Faculty needs
2. School needs
3. Campus initiatives
4. Board of Trustees mandates
5. Academic Handbook requirements
6. Legal considerations

3. How is the move to centralized services affecting your operations? How are you dealing with these effects?

4. What marketing strategies/materials are you planning to develop/disseminate during the coming year?

- a. Who is the intended audience for each?
- b. What do you hope to accomplish with this strategy with this audience?
- c. How much are you planning to spend for each strategy?
- d. How will you tell if your expenditure was worth your investment? [Provide return on investment (ROI) data for past expenditures, if available, and plan to track ROI in the future.

We have no marketing budget, so we use internal communication (email, web) to promote workshops and programming.