2001-2002 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: n/a
  Time Frame: Ongoing

Actions taken for 2001-2002:

Enhanced system in place for distributing benefits packages to new faculty members.

Continued improvement for handling such diverse issues as identifying post-docs who need health insurance information, handling of I-9s, and school employment processing needs, to name but a few.

Streamlined processes now in place for academic appointments.

Pilot project with four schools to change the PAF routing and handling of required paperwork was a success. The new procedures now apply to all schools and units and are facilitating the timely receipt of paperwork.

Sara Hook and Ellen Poffenberger met jointly with schools where there are ongoing problems with the processing of paperwork in a timely and accurate manner. Other members of COPR did likewise, particularly in helping the School of Medicine streamline its procedures in preparation for HRMS.

Continued to increase the use of lists and memos to make minor changes in faculty records instead of the preparation of individual PAFs for each faculty member affected.

Sara Hook served on a committee to choose a vendor for background checking. She is working with Ted Miller to draft a policy on background checking for academic appointees similar to what is being proposed on the staff side.

Sara Hook is working with a drafting team, as well as a larger committee, to develop a new conflict of interest policy for the campus. There will be a companion conflict of committment policy as part of this work.

The COPR also assisted in the development of other systems and programs, such as TIME and the new BTO plan for biweekly staff, as well as such HRMS issues as how "non-employee" groups will be handled by the system.

Evidence of Progress for 2001-2002:

null

Activities planned for 2002-2003:

The COPR will continue to meet on a biweekly basis.

Sara Hook and Kim Manlove also continue to serve on the HR Advisory Committee, which also has representatives from School of Medicine, HR, University Counsel, Budget Office and Physical Plant, to name but a few.

APPD continued to be a good campus citizen, with participation in the United Way and Campus Campaign, Explore IUPUI, Race for the Cure, Team IUPUI, Beautify IUPUI, the IUPUI Jaguars Pep Band, the IUPUI Staff Council, the Jam the Jaguars Bus and bowling.

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: n/a
   Time Frame: Ongoing

Actions taken for 2001-2002:

New system in place for distributing benefits packages to new faculty members.

New system in place for identifying new post-docs who need health insurance information.

Streamlined processes in place for academic appointments.

Pilot project with four schools to change the PAF routing and handling of required paperwork. The new procedures will now apply to all schools and units.

Sara Hook and Ellen Poffenberger are jointly meeting with schools where there are ongoing problems with the

processing of paperwork in a timely and accurate manner.

Instituted increased use of lists and memos to make minor changes in faculty records instead of the preparation of individual PAFs for each faculty member affected.

Instituted greater reliance on exception reports rather than duplicative checking of PAFs and other documents.

Evidence of Progress for 2001-2002:

asdasdfsdfasdfasdasdfasdfsdfaasdf

Activities planned for 2002-2003:

The COPR will continue to meet on a biweekly basis.

Sara Hook and Kim Manlove also continue to serve on the HR Advisory Committee, which also has representatives from School of Medicine, HR, University Counsel, Budget Office and Physical Plant, to name but a few.

☒ 5445
Campus Planning Theme: Teaching and Learning
Secondary Goals:
Sub Unit: n/a
Time Frame: hgkmgh

Actions taken for 2001-2002:

dj

Evidence of Progress for 2001-2002:

dfj

Activities planned for 2002-2003:

dj

☒ adfasdf - edited 2/24/03 for Fall 2003
Campus Planning Theme: Teaching and Learning
Secondary Goals:
Sub Unit: n/a
Time Frame: null

Actions taken for 2001-2002:

PROGRAMS: ƒá Cooperative Education (¡§Co-op¡¨ ¡V a 3 semester work rotation) ƒá Full-time Internship (32 or more hours per week) ƒá Part-time Internship (20 - 31 hours per week) MAJORS NEEDED: ƒá ME (Mechanical Engineering) ƒá CGT (Computer Graphics Technology) ƒá MET (Mechanical Engineering Technology) ƒá CPT (Computer Technology) ƒá ECE (Electrical & Computer Engineering) ƒá CNT (Construction Technology)

Evidence of Progress for 2001-2002:

null

Activities planned for 2002-2003:

null

⊻ asdfsad

Campus Planning Theme: Teaching and Learning
Secondary Goals:
Sub Unit: n/a
Time Frame: asdfasd

Actions taken for 2001-2002:

sadfasdf

Evidence of Progress for 2001-2002:

asdfsdaf

Activities planned for 2002-2003:

asdfasdf

⊻ sasdf

Campus Planning Theme: Teaching and Learning
Secondary Goals:
Sub Unit: n/a
Time Frame: adsfdsa

Actions taken for 2001-2002:

asdfasd

Evidence of Progress for 2001-2002:

null

Activities planned for 2002-2003:

asdfasdf

▶ **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: n/a
Time Frame: Ongoing

Actions taken for 2001-2002:

Development of the IUPUI Supplement to the IU Academic Handbook in an attractive, easy to use and printable source, with a plan for archiving, updating and oversight by the IUPUI Handbook Committee. Chris Hoskin's expertise in this has saved the campus considerable costs, since we did not need to hire web site developers or consultants. The addition of Sharon Graves to our office staff gives us the necessary support to finalize this project.
Met with Affirmative Action Office to strategize on ways to automate the search and screen process and the offer packet process in an integrated fashion. Have identified four pilot units. Have also met with Dan McDevitt to see how this will complement HRMS Phase II deliverables.
Continued enhancement ofr the web-based forms for reviewers of promotion and tenure dossiers at the campus level. Based on the committee's feedback, additional functionality and improvements were made. The use of these forms has resulted in more substantive and complete review forms for the committee to consider in its deliberations and in ease of use for reviewers. The system has been demonstrated beyond the campus level and the reviewer forms were also sent to Bloomington administration in lieu of actual dossiers.
As part of the development of policies for the School of Informatics, Chris Hoskins made the drafts available on our office's web site. This made it easy for the Informatics Policy Committee to review and approve the policies.
Chris Hoskins and Kim Manlove "webified" the course and degree approval process ("remonstrance list"), saving a considerable amount of paper and staff time.

Evidence of Progress for 2001-2002:

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 adn Tenure Guidelines.

Activities planned for 2002-2003:

Continued revision of the office's web site, with special attention to adding content. As referenced above, one particular project is to "webify" the offer packet process, including all of the forms, sample offer letter, links to policies that need to be included in the offer packets for candidates. The cover sheet and checklist are being redesigned to be more inclusive of faculty appointment types to be included in the offer packet process, for the types of documents that candidates need to be given with their offer letters and for the documents that must be included in an offer packet. Links will be provided for some of these documents for easy downloading by schools. Some items are already available through the office's web site.

Finalizing the IUPUI Supplement to the IU Academic Handbook. Continued enhancement of the web site for promotion and tenure dossiers.

Along with the Benefits Specialists, make the PowerPoint slides from benefits sessions for new faculty available through the web. These would be available on both HR and our office's web sites to ensure maximum viewing by faculty as well as to those individuals within the schools who may get questions on benefits programs, vacation, sick leave and other policies.

⊠ 1. Web Site Development
Campus Planning Theme: Best Practices
Secondary Goals:
Sub Unit: n/a
Time Frame: Ongoing

Actions taken for 2001-2002:

Complete revision of the office¡¦s web site, with ¡§buttons¡¨ for ease of use, including buttons that lead directly to areas where faculty can register for the benefits orientation sessions, to the company handing the post-doc health insurance program and to make nominations for the Glenn Irwin Experience Excellence Recognition Award. This includes the addition of considerable content, including training materials for the preparation of PAFs (preapared by Carol McGarry) and summer appointments (prepared by Carolyn Cole), evaluation tools for dossiers and policies and forms that are most useful to faculty, such those for partial paid family leaves, annual reviews, sabbatical leaves and promotion and tenure dossiers. Chris Hoskins has become an expert at web development and has taken the lead in the re-design and redeployment of our web site.

Development of the IUPUI Supplement to the IU Academic Handbook in an attractive, easy to use and printable source, with a plan for archiving, updating and oversight by the IUPUI Handbook Committee. Chris Hoskin¡¦s expertise in this has saved the campus considerable costs, since we did not need to hire web site developers or consultants.

Development and successful implementation of a web-based form for reviewers of promotion and tenure dossiers at the campus level. This resulted in more substantive and complete review forms for the committee to consider in its deliberations and in ease of use for reviewers.

Evidence of Progress for 2001-2002:

new change, gl 2 obj 1asdgfasdfsdf

Activities planned for 2002-2003:

Continued revision of the office¡¦s web site, with special attention to adding content. One particular project is to ¡§webify¡¨ the offer packet process, including all of the forms, sample offer letter, links to policies that need to be included in the offer packets for candidates. Estimated date of completion is January 1, 2002. Some items are already available through the office¡¦s web site.

Finalizing the IUPUI Supplement to the IU Academic Handbook. We are waiting for the outcome of deliberations on several key faculty policies, with an estimated press date of mid-November and possible distribution of printed copies by early December.

Continued enhancement of the web site for promotion and tenure dossiers. Based on feedback from last year¡¦s reviewers, we compiled a ¡§wish¡¨ list of revisions and additional functionality that we would like to have addressed by the systems developers.

Along with the Benefits Specialists, make the PowerPoint slides from benefits sessions for new faculty available through the web. These would be available on both HR and our office¡¦s web sites to ensure maximum viewing by faculty as well as to those individuals within the schools who may get questions on benefits programs, vacation, sick leave and other policies.

2. HRMS development and implementation

Campus Planning Theme: Best Practices
Secondary Goals:
Sub Unit: n/a
Time Frame: Ongoing

Actions taken for 2001-2002:

Sara Hook is a member of the HRMS Executive Committee, the HRMS Steering Committee, the HRMS Communications Committee and is Co-Chair of the IUIE Advisory Committee. Kim Manlove is also a member of the HRMS Steering Committee. Carol McGarry has taken on considerable duties through by her role as a member of the "LIT" (Local Implementation Team), which includes the testing of and feedback on a pilot system, the review of case use documents and in attempts to integrate codes from HRIS and FIS. She also spends considerable time in meetings with Bloomington and other campus counterparts to assure that IUPUI's needs are met in the development process and in the development of training programs and support materials. With the assistance of Chris Hoskins, Carol has been the primary trainer for central offices and those in the units, including both PeopleSoft and the eDocs. She was also intrumental in the consolidation of department codes and in the development of a glossary. Carolyn Cole and Chris Hoskins have been engaged in extensive training and homework asssignments so that they can be ready for processing and approval of eDocs, data entry into PeopleSoft and in assisting those from the units who are having difficulty with the system. Carol, Kim and Sara continue to partiicpate in the COPR and have been part of efforts to communicate regularly with campus units about the proposed content, timeframe and roll out of the new system.

Evidence of Progress for 2001-2002:

Beautiful brochure was designed and sent to all faculty and staff. Memo to Deans, Directors and others went out about the HRMS roll-out. Intensive training sessions continue during November, with positve feedback being received. Pilot group from three schools/units were engaged in dual processing during October. Ellen Poffenberger and Sara Hook made joint presentations to the IUPUI Faculty Council and the IUPUI Staff Council.

Activities planned for 2002-2003:

In addition to continued development of the system, 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.

⊻ 2. HRMS development and implementation
Campus Planning Theme: Best Practices
Secondary Goals:
Sub Unit: n/a
Time Frame: Ongoing

Actions taken for 2001-2002:

Sara Hook is a member of the HRMS Executive Committee, the HRMS Steering Committee and is Co-Chair of the IUIE Advisory Committee. Kim Manlove is also a member of the HRMS Steering Committee. Carol McGarry has taken on considerable duties through by her role as a member of the ¡§LIT¡¨ (Local Implementation Team), which includes the testing of and feedback on a pilot system, the review of case use documents and in attempts to integrate codes from HRIS and FIS. She and Kim also spend considerable time in meetings with Bloomington counterparts to assure that IUPUI¡¦s needs are met in the development process. All three of these individuals continue to participate in the biweekly COPR and have been part of efforts to communicate regularly with campus units about the proposed content, timeframe and roll out of the new system.

Evidence of Progress for 2001-2002:

Goal 2, obj 2 change

Activities planned for 2002-2003:

In addition to continued development of the system, our office must plan for the implementation of the system in December 2002. This will include training for central office staff as well as those in the units, communication, phase-out of legacy systems in both automated and paper formats, system testing and assessment. The office will continue to be supportive of the efforts of the HRMS project team, yet will also monitor the development and implementation of the system so that IUPUI¡¦s needs are met.

⊻ 3. SIS development and implementation
Campus Planning Theme: Best Practices
Secondary Goals:
Sub Unit: n/a
Time Frame: Ongoing

Actions taken for 2001-2002:

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 2001-2002:

null

Activities planned for 2002-2003:

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: n/a
Time Frame: Ongoing

Actions taken for 2001-2002:

This project is making great progress. After demonstrations to several schools and units, representatives from the School of Medicine requested that the original automated FASR developed at the School of Engineering and Technology be scaled back to fewer questions, but with pull-down menus, button boxes, and other handy features to make the system less onerous for faculty and to collect the data needed by central administration in a more cohesive fashion. Sara Hook, Mary Reiman and Vic Borden have been able to analyze the existing paper FASR and have been able to design such a system, which will be demonstrated in November. Individuals from several schools and units are currently testing the system and providing feedback. There will be an opportunity for schools and units to add their own questions beyond what is provided as the "core" questions on the common form.

Evidence of Progress for 2001-2002:

The revised eFASR looks great, is easy to use and captures a wealth of useful information in a standardized manner.

Activities planned for 2002-2003:

Work will continues on the eFASR to finalize the FASR system until it can be used as a common tool throughout 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 and Faculty Expertise Database
   Campus Planning Theme: Best Practices
   Secondary Goals:
   Sub Unit: n/a
   Time Frame: Ongoing

Actions taken for 2001-2002:

See under Goal 2 for details.

Evidence of Progress for 2001-2002:

null

Activities planned for 2002-2003:

See under Goal 2 for details.

2. Preparation of Reports
   Campus Planning Theme: Teaching and Learning
   Secondary Goals:
   Sub Unit: n/a
   Time Frame: null

Actions taken for 2001-2002:

Report on balance of trade (new faculty, leaving faculty), prepared quarterly, with annual report every June.

Also, more extensive report prepared on faculty, ranks, prior institution, next institution, etc.
Report on annual review certification and post-tenure review – prepared every June.

Report on Lecturer policy (including promotion for Senior Lecturers). Data gathering on Trustee Initiative Lecturers.
Report on minority faculty recruitment and retention, prepared annually.

Enhancement of the annual campus summary and the calculation of "N".

Report on promotion and tenure deliberations.

Evidence of Progress for 2001-2002:

Activities planned for 2002-2003:

A booklet on the promotion and tenure process, including a five-year snapshot of the process. The implementation of HRMS will allow us access to IUIE, which will allow us to do even more elaborate reports.

▶ **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: n/a
   Time Frame: Ongoing

Actions taken for 2001-2002:

See under Goal 2 for details.

Evidence of Progress for 2001-2002:

null

Activities planned for 2002-2003:

See under Goal 2 for details.

⊻ 2. Pursue excellence in acedemic employment processing so that office assists in efficient hiring process and that this efficiency continues through the duration of the individual's academic appointment.
   Campus Planning Theme: Best Practices
   Secondary Goals:
   Sub Unit: n/a
   Time Frame: Ongoing

Actions taken for 2001-2002:

New handling of offer packets - reduced sloppy filing system and eliminated misplaced packets.
Enhanced treatment of unemployment claims results in campus prevailing on many cases.
Sharon Graves now assisting with this.
When dossiers are received, Carolyn Cole enters all information into a database. This allows us to prepare the tally sheet, reports, and letters and also feeds into the reviewer system.
Chris Hoskins and Carolyn Cole revised the filing system, making materials easier to find and resulting in a more attractive and efficient work area.

Carolyn Cole and Chris Hoskins have become experts in academic processing, each with her own special area of knowledge. Chris has also been assisting Carol in the preparation of Board of Trustee agendas and reports. Communication with schools and units is excellent, with good relationships between our office and those we work with on a daily basis in the schools and units.

Johnie Johnson, our student hourly, also helps us achieve this goal through her assistance with data entry, filing and other important daily tasks.

Evidence of Progress for 2001-2002:

null

Activities planned for 2002-2003:

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: n/a
Time Frame: Ongoing

Actions taken for 2001-2002:

Considerable research has been done on this topic and Sara Hook has met with Joe Scodro. Sara Hook continues to do research in this area, including book reviews for AAHE. She and Joe have worked to prepared contracts that reflect more flexible roles. She is also working with a small committee to develop guidelines for the Academic Specialist rank, particular how this rank applies to advisors.

Evidence of Progress for 2001-2002:

null

Activities planned for 2002-2003:

A request from the School of Engineering & Technology provides another opportunity to craft a unique faculty role in partnership with industry.

▶ **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:

Actions taken for 2001-2002:

A workshop was held on promotion and tenure in spring 2002. Presenters were Sara Hook, Nancy Chism and a panel of faculty members who held "mock" promotion and tenure dossier deliberations. Sara Hook and Joe Scodro gave a presentation on legal issues for Chairs. Sara Hook was on a reactor panel for the State of the Corridor address at the School of Nursing.
Sara Hook, along with other members of the AAHE Task Force, presented a workshop on post-tenure review for department chairs in the spring. She also met with HR staff and gave a presentation on academic policies and procedures. In addition, she gave presentations with the Benefits Specialists for new faculty members. The office also participated in the New Faculty Orientation program in August with a booth at the noon "campus and cultural fair". Sara Hook is a member of the New Faculty Orientation Committee and also assisted with registration and with the sessions.

This office, under the direction of Kim Manlove and with the assistance of Chris Hoskins and Carolyn Cole, planned and hosted the IUPUI Honors Convocation in spring 2002. Sara Hook, along with representatives from the Office of International Affairs, the Graduate Office and Accounting Services, presented a program on the new health insurance plans for graduate students, international students, fellows and post-docs. Kim Manlove planned and hosted the first ConnectTech conference, held in December 2001.

Evidence of Progress for 2001-2002:

null

Activities planned for 2002-2003:

Kim Manlove is the lead person for the upcoming ConnectTech conference, to be held in January. BR>

Post-tenure review workshops for department chairs will continue.

Carolyn Cole and Carol McGarry continue to be available for targeted, single school training to those schools that need additional assistance or where there has been significant turnover of people who handle these matters at the school and/or department level. One of these sessions is already planned for staff at the School of Science.

Planning with soon begin for the 2003 IUPUI Honors Convocation.

⊗ 2. Publications

Campus Planning Theme: Best Practices
Secondary Goals:
Sub Unit: n/a
Time Frame: Ongoing

Actions taken for 2001-2002:

Kim Manlove and Chris Hoskins designed a four-page brochure which outlined the soon to be released web-based version of the IUPUI Supplement to the IU Academic Handbook.

Sara Hook worked with representatives from the School of Medicine as well as Susan Brewer from University Benefits Office and Chickering, our vendor, to design the benefits brochure, letters and forms needed for the medical student/post-doc health insurance program.

Evidence of Progress for 2001-2002:

null

Activities planned for 2002-2003:

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

Fiscal Health

The fiscal health of APPD is excellent.

Reallocation Plan

Did not receive.

Other Question(s)