

Professional Development Opportunities by IUPUI Unit

Human Resources Administration (HRA): The office of Human Resources offers IUPUI employees a wealth of personal and professional development opportunities that cater to a wide range of needs and audiences. Services provided aim at enhancing skills and professional competence, team management and enhanced supervisory skill development such as interpersonal communication, time management or workflow processes. The majority of this training is provided to staff, including managers, professional staff, and staff in administrative support roles. Occasionally, faculty attend training sessions. Most of the workshops are in-class sessions. Recently, HRA's Training and Organization Development section has begun to develop on-line training, including webinars and podcasts, albeit attendance is still low when compared to in-class participation. Although the general format of in-class training has not changed over the time period, existing workshops are continually revised based on participant feedback and changes in relevant trends. In addition, new workshops are continually developed and offered based on feedback from participants, workplace and management trends, and the identification of new ideas and training needs. A very detailed list of all annual programs offered between 2002 and 2011 with corresponding attendance numbers for each event is provided in the Resource Room. In addition, HR offers monthly e-doc training sessions (electronic documentation of human resource/personnel transactions, i.e. hire, termination and other employee change activities) that have been completed by 1,200 participants over the past 10 years.

Table: Number of HR training/workshop sessions and attendees in the past 10 years,

Year	01/02	02/03	03/04	04/05	05/06	06/07	07/08	08/09	09/10	10/11
# of sessions	277	182	227	232	256	273	230	240	226	116
Attendance #	5516	3034	4009	4008	4015	4578	3930	4608	3739	2030

Faculty Appointments and Advancement (FAA): FAA is a multifaceted unit that serves the faculty, academic administration and campus community of IUPUI in matters pertaining to faculty life. Through seminars, workshops and round table discussion professional development opportunities are offered to administrators and faculty. All events are continuously re-assessed and re-tooled upon survey-based participant feedback. The programmatic focus is on Leadership Development, Promotion and Tenure, and Career Stages Support. These programs are offered throughout the year. Several events are offered to new IUPUI faculty including a half-day orientation at the beginning of each fall semester. Attendance of the New Faculty Orientation event has increased from less than 60 participants in 2005 and 2006 to 104 in 2011. An Associate Faculty Orientation for new part-time employees that focuses on topics related to teaching and learning is offered by the CTL. A [series of workshops](#) introduce faculty to Promotion and Tenure related issues including but not limited to Partnering for Promotion, P&T Workshops, and Midway To Tenure (aka Post Three-Year Review) Workshop. A strong emphasis is put on [leadership development](#) for new, current and future administrators. General sessions that cover a broad range of issues are conducted for new deans and new chairs. In addition, topic-specific workshops for Associate Deans and department chairs are offered. These can address issues such as time management, collegiality, budgeting, hiring practices, faculty performance and evaluation. In 2011 a new four-part administrator development leadership series was introduced. The series focuses on essential factors for leadership success- clarifying strengths and values, behaviors that can derail leaders, and how emotional intelligence supports leadership success.

In 2006 the Dean of Faculties launched a Faculty Fellows Program to train tenured faculty members interested in university administration. Since the inauguration of the program two to three faculty members have been admitted to this leadership program each year to work for 2-3 years in the Office of the Executive Vice Chancellor or in FAA on a part-time basis (50%FTE).

Office of the Vice Chancellor for Research (OVCR): Each year the OVCR offers about 40 training sessions, meetings and events related to the administration, conduct and promotion of research at IUPUI. Specifically, faculty is informed about research resources such as internal and external funding opportunities, as well as services and support provided by the IUPUI campus. In 2009/10 the OVCR sponsored 30 grant-writing workshops that were attended by nearly 1,000 faculty and staff members. An emphasis is put on grantsmanship, which includes topics such as proposal writing, budget development, research risks/compliance, peer review process, and agency specific topics. In recent years more sessions on arts and humanities proposal development and funding opportunities were offered in response to faculty demand. In collaboration with the IURTC, the OVCR has hosted workshops on technical entrepreneurship and commercialization to help faculty understand the process of moving ideas and inventions into the marketplace.

Center for Teaching and Learning (CTL): Programs offered by CTL are described in detail under Criterion 3.

Office for Women: Leadership training programs specifically for women (often in partnership with the IUSM Office of Faculty Affairs and Professional Development) are offered. The Office for Women coordinates the campus application process for candidates to the *HERS/Bryn Mawr Summer Institute for Women in Higher Education*, a prestigious national residential training institute. IUPUI has sent over 30 women leaders to this institute since 1988. IUPUI Bryn Mawr alumnae have helped fund these efforts through the Office for Women Kathy Warfel Fund. Until recently, a workshop series titled "Partnering for Promotion" was offered that aimed at increasing the number of women and minority faculty in the promotion and tenure process. The workshop is now offered by FAA.

IU School of Medicine Office of Faculty Affairs and Professional Development (OFAPD): The OFAPD offers programs to new and established faculty and administrators in the areas of i) effective and successful recruitment, appointment, retention, and promotion ii) leadership development with a particular focus on the advancement of women, and iii) professional development on topics related to research and teaching. The majority of programs are also open to faculty and administrators affiliated with the health science schools on campus. Events co-hosted with the Office for Women are open to the entire campus.

Office of International Affairs: International Faculty Orientation, a supplement to the IUPUI New Faculty Orientation, is open to both new and continuing international faculty.

University Information Technology Services: IT workshops are provided to IUPUI employees in the use of various software programs, web development, programming, professional skills etc. Training services are either instructor-led (classroom and online) or a self-paced

Office of Financial Management Services: Training sessions are offered to fiscal officers throughout the year.

Office of Equal Opportunity: The Office of Equal Opportunity is engaged in ongoing compliance training initiatives, which include supervisory training, orientation for search committees, and presentations to departments and academic classes.

Environmental Health and Safety: Training in the management of environmental, health, safety and fire protection issues is provided to faculty and staff.