

Support Unit Review Strategic Implementation Agreement-v3-20180406

The primary goal of the Support Unit Review (SUR) process is to provide a mechanism to ensure improvement of support units on a continuous basis. This form has been designed to support the primary goal of the SUR process by containing a set of recommendations that were developed by the VP of the division in which the unit being reviewed resides. The recommendations need to take into account the results of the support unit review and input from both the head of the unit reviewed and the VP to which the unit head reports. The expectation is that the Recommendations, Proposed Actions and Expected Results will reflect a detailed discussion of the review in a meeting between the VP, the head of the unit reviewed and other appropriate parties.

The form is to be completed by the Vice President of the division in which the unit reviewed resides or the vice president's designee.

A copy of the implementation agreement should be held in the vice president's office and in the original file containing documentation of the review. Implementation documentation should be in a form that can be reviewed prior to the next support unit review.

Date and time of the review discussion meeting:

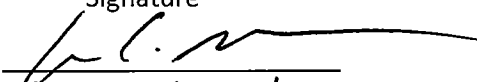

Review discussion meeting attendees:

Recommendations, Proposed Actions and Expected Results:

Recommendations	Proposed Actions	Expected Results
1. Clarify FA team roles on website	Update website to indicate contact information for FA team specialists	Improved campus understanding of FA roles, responsibilities, and contact persons
2. Establish monthly FA staff meetings	Schedule monthly FA staff meetings	Improved strategic planning and coordination within FA
3. Improve working relationship between FA and HR	Continue AA/HR/FA meetings	Improved communication and working relationship between HR and FA
4. Provide more training for department chairs, department coordinators, deans' staff	Create training workshops on temp faculty hiring and evaluation, Interfolio, PageUp	Improved campus understanding of faculty personnel policies and procedures
5. AVP professional development plan	Seek opportunities and resources to attend professional development conferences (CUPA-HR, SHRM)	Improved AVP facility with personnel issues and best practices

6. Shift from special consultant appointments to additional employment class code	Discuss current practices with FA team; explore opportunities to shift away from special consultant appointments	Reduced special consultant processing
7. Develop process for earlier approval of TT faculty recruitments	Streamline TT faculty recruitment process within new hiring system(PageUp)	Improved TT recruitment approval process
8. Improve communication with college and departmental staff	Develop listening sessions with college and departmental staff	Improved understanding of faculty personnel policies and procedures
9. Improve management of staff by department chairs	Develop workshops on management of staff for department chairs	Improved management of staff by department chairs
10. Partner with HR when accounts receivable are required	Communicate regularly with Payroll staff re: accounts receivable	Improved management of issues related to accounts receivable
11. AVP involvement in DHR/Title IX cases	Communicate regularly with AVPHR re: DHR/Title IX cases; attend intake interviews	Improved relationship with faculty in DHR/Title IX cases

The following individuals have reviewed the recommendation, proposed actions and expected results.

	Signature	Date
Unit Head/Director		<u>15 AUG 2018</u>
Division Vice President		<u>8.14.18</u>