UVU Faculty Workload Management System

Project Description

Several processes on campus are used to manage workload estimates and actual calculations. These processes have been developed to meet the needs of various stakeholders and use a range of methods and technologies. It is critical that Utah Valley University have the ability to plan, manage, and report faculty workload accurately, and in a timely manner, consistent with workload policy.

Guiding Principles

This project will be guided by several principles, as identified by the Vice President of Academic Affairs, the Faculty Workload Implementation Task Force, and the Faculty Workload Policy and other key stakeholders. These principles are:

Accountability

The system will include features that will increase accountability for workload planning, as compared to actual workload activity. In addition, adherence to policy will also be the “norm”. Any requested exception to policy will be identified, and require appropriate approvals.

Real-time availability and notifications of workload data and actions will also be included in this system, to increase accountability and transparency of process.

Accuracy

The system must maintain accurate faculty workload information, based on actual activity and consistent with workload policy.

Communication

The project manager and task force members will be responsible to integrate a formal communication plan into the project so that stakeholders are informed and feedback is received. In addition, these individuals will be responsible to communicate and consult (where necessary) with the areas that they represent.

Consistency

The system must be developed with consideration for UVU’s institutional policy on Faculty Workload which references the Utah State Board of Regents policy related to faculty workload as they exist at the time the project requirements are approved.

Ease of Use

The system will be developed with great consideration for ease of use by all stakeholders. A training plan and collateral materials will be developed for implementation. The materials will be maintained for future use, and recommendations for on-going training will be included in the project plan.

Efficiency

The system will be developed to increase the efficiency of the reporting process for the Utah State Board of Regents by Institutional Research, and the communication of workload information to stakeholders.

Flexibility

Consideration for flexibility in adding future enhancements will be given. The tools, languages, systems, etc. that are used to complete this project will follow college standards so that support for this system can be reasonably guaranteed.
**Reporting**
The system will provide Institutional Research with the ability to more easily identify and calculate workload data to meet state reporting requirements.

**System Integration**
This will be a project that integrates processes into one system, to eliminate redundancy of data entry, reduce manual processes, increase accuracy and accountability, and insure transparency.

**Transparency of Process**
The system will provide a way to insure that faculty instructional activities (class instruction) is transparent to departments (both the department responsible for the faculty member, and the department responsible for the curriculum if they are different) and to any alternative scheduling authorities such as distance education, high school concurrent enrollment, or weekend college.

The system will insure that workload data used by the human resource, payroll, and academic departments is synchronized and that any existing loopholes in data transmission and validation are closed.

**Project Team**

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Members of the task force have been selected by the project sponsor. Changes to the membership of the task force are at the discretion of Liz Hitch, VP Academic Affairs (the project sponsor).

The task force will meet on a regular basis to review and refine project requirements and other deliverables. The task force will have additional responsibilities including, but not limited to:
- Insuring communication with stakeholders they represent.
- Serving as a support and training resource during implementation.
- Testing the system and providing feedback to developers.

**Key Stakeholders**

- Academic Affairs Administration
- Budget Office
- Deans
- Department Chairs
- Faculty
- Faculty Senate
- Human Resources
- Institutional Research and Information
- Payroll
- Utah State Board of Regents

**Project Phases**

1) Project Definition - COMPLETE
   a. Brief Project Description
   b. Project Task Force
   c. Overall vision and objectives
   d. Stakeholder communication plan
e. Project Requirements
f. Estimated Project Timeline

2) Development Plan
   a. IT Review of Project Requirements - COMPLETE
      i. Joe Belnap / Denise Vandevanter – Banner Programming
      ii. Dave Tobler – UVLink / Web Portal Integration
      iii. Ray Walker – CIO
   b. Project Plan – IN PROGRESS
      i. Narrow Project Timeline
      ii. User Interface Focus Groups
      iii. Break project into development tasks; Determine priority & predecessors
      iv. Estimate length of time / resources needed
   c. IT Assignment of Resources – Scheduled for March 9, 2009

3) Development
   a. Database
   b. Banner Self-serve / UVLink web forms

4) Testing
   a. Further development and testing cycles will continue as needed, until project requirements are met.

5) Training
   a. Develop initial face-to-face training module for administrators
   b. Pilot training to select group, including help desk representatives
   c. Refine training
   d. Create online training and documentation

6) Project Implementation
   a. Target date for initial implementation of department data entry for Fall 2009 is January 5, 2009
   b. Parallel reporting for State Board of Regents will take place for Fall 2009.
   c. The next available planning window is for Fall 2010/Spring 2011, which begins in May 2010.
   d. Implementation will follow workload policy due date requirements.

7) System Maintenance
   a. Future enhancements and maintenance of system data will follow existing institutional policies and/or practices that govern those areas.

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