

# UVU Faculty Workload Management System

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## *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

Role	Name	Title	Phone	eMail
Sponsor	Liz Hitch	Interim President (VP, Academic Affairs)	(801)863-8951	<a href="mailto:Elizabeth.Hitch@uvu.edu">Elizabeth.Hitch@uvu.edu</a>
Project Manager	Laura Busby	Business Analyst, Academic Information Systems	(801)863-8456	<a href="mailto:Laura.Busby@uvu.edu">Laura.Busby@uvu.edu</a>
Developer(s)	Laura Busby	Business Analyst, Academic Information Systems	(801)863-8456	<a href="mailto:Laura.Busby@uvu.edu">Laura.Busby@uvu.edu</a>
	IT Resources as requested and assigned			
Project Task Force (Advisory, Usability, and Testing functions)	Jolene Arnoff	Administrative Assistant, Faculty Affairs	(801)863-8171	<a href="mailto:arnoffjo@uvu.edu">arnoffjo@uvu.edu</a>
	Ked Black	Sr. Director, Accounting	(801)-863-8536	<a href="mailto:Kedric.Black@uvu.edu">Kedric.Black@uvu.edu</a>
	Eva Bernfeld	Director, Academic Scheduling & Curriculum	(801)863-7028	<a href="mailto:ebernfeld@uvu.edu">ebernfeld@uvu.edu</a>
	Robert Burns	Director, Extended Studies	(801)863-8088	<a href="mailto:burnsro@uvu.edu">burnsro@uvu.edu</a>
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	Steve Clark	Department Chair, Behavioral Science	(801)863-8082	<a href="mailto:Steven.Clark@uvu.edu">Steven.Clark@uvu.edu</a>

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	Kerri Howlett	Assistant to Dean, School of Science and Health	(801)863-8980	<a href="mailto:khowlett@uvu.edu">khowlett@uvu.edu</a>
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	Linda Makin	Executive Director, Planning & Budgets	(801)863-8457	<a href="mailto:Linda.Makin@uvu.edu">Linda.Makin@uvu.edu</a>
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	Tim Stanley	Sr. Research Analyst, Institutional Research	(801)863-7920	<a href="mailto:stanleti@uvu.edu">stanleti@uvu.edu</a>
	Ellen Sweat	Sr. Budget Analyst, Budget Office	(801)863-8516	<a href="mailto:Ellen.Sweat@uvu.edu">Ellen.Sweat@uvu.edu</a>

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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