

## **Arts and Sciences Restructuring Q&A (October 2008)**

Questions here are taken from those that have been posted on the web site, as well as from response cards collected at the Arts and Sciences Staff Appreciation Reception.

### **1. Question:**

How can we better distribute the work load across our units and still be in compliance with the university's new accounting requirements?

### **Response:**

Our external consultants from Navigator are on campus now reviewing business processes and administrative structure across Arts and Sciences. They will make recommendations about ways we can improve in these areas, identifying best practices in our own institution and in other universities. We expect their report in December. The goal is to develop a structure and processes that meet all requirements, but are more effective and more efficient than what are currently in place.

### **2. Question:**

How can employees best offer new ideas that could help address some of the challenges we face during this transition?

### **Response:**

One way is to bring ideas forward on this web site. Each of those messages is directed to an appropriate individual. The Navigator consultants are talking with department chairs, HR, and fiscal officers in the units so input to them will be helpful. Supervisors, chairpersons, and deans will have staff meetings where ideas can be shared. The input of employees who work on the front lines is important, and we encourage all employees to share ways to improve our processes.

### **3. Question:**

What criteria are being used when deciding to move or eliminate staff positions?

**Response:** Although some location changes and changes of responsibility have been made within units, no major changes will be considered until we have recommendations from the Navigator group. In cases where future changes impact current employees, Arts and Sciences and HR will assist affected individuals with placement and transition plans.

### **4. Question/Comment:**

Why is Arts and Sciences undergoing this restructuring?

### **Response:**

The primary goal is to strengthen programs of research and instruction. The new structure is intended to encourage faculty collaboration and provide more interdisciplinary opportunities for students. Another goal is to position Arts and Sciences for strong leadership within the university. The programs of Arts and Sciences form the core of the university, and must support programs across campus. Finally, we intend to develop an efficient, effective administrative structure, and we hope that this may reduce administrative costs.

**5. Question:**

What does the executive dean do and why is the position necessary?

**Response:**

The executive dean will have budget authority for the Arts and Sciences, work closely with the division deans, represent Arts and Sciences in the provost's office and on the president's council, work with university-level committees, and be the university's liaison with many external Arts and Sciences constituencies. This role helps to better position Arts and Sciences for leadership within the university and for greater visibility in the external community. The executive dean's office also has responsibility for programs and functions that are shared across Arts and Sciences, e.g., student advising, interdisciplinary majors and minors, career services, honors.

**6. Question/Comment:**

How will the new Executive Committee configuration (two faculty and one staff member from each of the five colleges) represent those staff members in offices that report to the executive dean (advising, interdisciplinary programs, University Press, etc.)?

**Response:**

Staff members in offices that report to the executive dean are expected have direct input to the executive dean through their supervisors and through periodic staff meetings. The Executive Committee structure was part of the plan approved last spring by the University Senate and the Board of Trustees. If at some future time there are reasons to reconsider this structure, proposals can be brought forward for change, and this year's Executive Committee may want to make recommendations going forward.