TIER Organization Redesign

College of Education
May 5, 2016
1. Welcome & Introductions
   - Chris A. and Emily Campbell
2. College of Education Guidelines, Timeline, Process
   - Chris A. and Emily Campbell
3. Organizational Effectiveness Team Process
   - Dick See and Cheryl Niemeyer
4. Questions/Discussion
College of Education Guiding Principles

• Involve staff and leaders/supervisors in redesign process
• Consider what is in the best interest of the College
• Balance departmental/unit/center needs with opportunity to streamline processes
• Opportunity to engage – What else could we be doing?
• Control our destiny through self implementation
• Maintain or even improve our high quality administrative services
• Innovation through greater efficiencies and effectiveness - Alignment with Strategic Plan: New Frontiers
College of Education TIER Workforce Planning Timeline

**April**
- Update to Executive Council
- Update to Staff Council
- Email update to COE
- Group Meeting with academic department staff, DEOs, Directors

**May**
- Individual meetings with staff to understand work, capacity, skill, interest, processes
- Review summary of meetings
- Develop recommendations for positions, functions, duties
- Gather input from staff, DEOs, Directors

**June**
- Make appropriate changes based on feedback received
- COE leadership makes final decision on function/duty realignment
- Determine whether/how staff locations will be affected
- Staff & supervisors notified
- Announce changes to COE
- Start orientation and training
- Begin transitioning duties
- Address issues and concerns
- New positions, functions, duties effective 8/1/16

**July**
- Update to Executive Council
- Update to Staff Council
- Email update to COE
- Group Meeting with academic department staff, DEOs, Directors
- Individual meetings with staff to understand work, capacity, skill, interest, processes
- Review summary of meetings
- Develop recommendations for positions, functions, duties
- Gather input from staff, DEOs, Directors
- Make appropriate changes based on feedback received
- COE leadership makes final decision on function/duty realignment
- Determine whether/how staff locations will be affected
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- Start orientation and training
- Begin transitioning duties
- Address issues and concerns
- New positions, functions, duties effective 8/1/16

**August**
- Update to Executive Council
- Update to Staff Council
- Email update to COE
- Group Meeting with academic department staff, DEOs, Directors
- Individual meetings with staff to understand work, capacity, skill, interest, processes
- Review summary of meetings
- Develop recommendations for positions, functions, duties
- Gather input from staff, DEOs, Directors
- Make appropriate changes based on feedback received
- COE leadership makes final decision on function/duty realignment
- Determine whether/how staff locations will be affected
- Staff & supervisors notified
- Announce changes to COE
- Start orientation and training
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*Academic Units include units funded by the General Education Fund (GEF). Includes: RCE, T&L, EPLS, P&Q, ETC, TLC, ICATER, Dean’s Office. Self-Funded Centers can opt in.*
TIER Workforce Planning Process

**Planning**
- Gather College/org information
- Assign redesign team
- Determine timeline
- Announce redesign plans including guiding principles, goals and metrics

**Discovery**
- Determine duties to be redistributed & impacted staff
- 1-1 discovery w/ staff going to shared services
- 1-1 discovery w/ remaining org staff (capacity, skill, interest)
- Capture stakeholder input
- Business process discovery (SS)

**Recommendations/ final decision**
- Redesign team recommends realignment of functions/duties
- Org leadership makes final decision on function/duty realignment
- Notify impacted employees and their supervisors

**Implementation**
- Announce changes to org
- Orient & train staff
- Address transition issues & concerns

**Post implementation**
- Provide ongoing support & check progress
- Celebrate success, and recognize ongoing efforts
Type of information needed regarding tasks/responsibilities

• Priority of responsibilities
• Special skills
• Individual preferences
• Special projects
• Cyclicality
• Complexity
• Information created
  • How is it used?
  • Where is it stored?
  • Resources needed
Contacts

College of Education Implementation Team
  • John Achrazoglou
  • Chris Annicella
  • Tim Ansley
  • Emily Campbell
  • Nick Colangelo
  • Brian Douglas
  • Chris Morphew
  • Pam Ries

Redesign
  • Cheryl Niemeyer
  • Dick See

Shared Services
  • Dani Weber
  • Debby Zumbach

Change
  • Rachel Napoli
  • Sue Sager
Questions