

# Academic Affairs Collaboration Policy

Academic Affairs encourages collaborative development of new campus-wide policies, business processes and tools that represent and serve faculty, staff and students in all divisions, departments and units. Through cooperative, collegial efforts, we are able to create a business framework that serves our collective goals.

Currently, the work being done on the Enterprise System Renewal (ESR) has called upon staff to serve as subject matter experts (SMEs) on multiple committees. To guarantee the success of collaborative participation and empower our staff to serve on these groups while ensuring that staff are not overly burdened, Academic Affairs is introducing a new collaboration policy.

This new policy asks that project managers/leads request permission for committee/workgroup service from the Assistant Dean/Chief Administrative Officer<sup>1</sup> of the nominee. The goal is to enhance communication between units, departments, colleges and divisions. This structure will encourage tailored, optimal connections and provide a clearer channel of communication for all involved.

## Workgroup/Committee Collaboration Roles

This policy is intended to cover requests for Academic Affairs staff participation that include, but are not limited to the following:

- Acting as a Subject Matter Expert (SME) on any process that is managed outside of Academic Affairs or across units within Academic Affairs.
- Providing guidance or input on either the current or future state of a policy/procedure that is managed outside of Academic Affairs or across Academic Affairs units.
- Participating in the development, testing, piloting, or modification of a policy/procedure/tool that is managed outside of Academic Affairs or across Academic Affairs units.
- Any other request from projects originating outside of Academic Affairs or across Academic Affairs units that will require time commitments outside of staff members' normal job duties.

## Procedure

### 1. Request:

- a. At the inception of a committee, the project manager/lead shall contact the Assistant Dean/Chief Administrative Officer in the appropriate division with a request for participation. A project request [template](#) has been provided for this purpose. This request should provide the following information:
  - i. A clear description of the project, including:
    1. the nature of the project and the intended deliverable/outcome
    2. intended beneficiaries of the project
    3. the scope of the project and expected duration
  - ii. Participants
    1. the managers of the project and other confirmed participants
    2. the role and expectations of the committee members
  - iii. Contribution

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<sup>1</sup> In the case of UC San Diego Extension, approval would come from the Chief Administrative Officer

1. the approximate amount of work time needed to complete assigned tasks
      2. The estimated time commitment requested of the participants of the group
    - iv. Clear request for Assistant Dean/Chief Administrative Officer approval
  - b. Requests made directly to staff
    - i. For Academic Affairs staff who are contacted with a request for participation:
      1. Staff should notify their supervisor and the supervisor should forward the request to their divisional Assistant Dean/Chief Administrative Officer to initiate the process outlined above.
      2. Staff may not formally or informally accept offers to participate on workgroups, committees and as subject matter experts on projects until their Assistant Dean has approved their participation.
2. Approval Criteria:
  - a. Assistant Dean/Chief Administrative Officer, in consultation with MSOs and supervisors, will consider the request based on the following criteria:
    - i. availability of resources in their unit
    - ii. applicable level of expertise of the requested staff member
    - iii. demonstrated innovative mindset
    - iv. opportunity for development
    - v. supervisor feedback
3. Project launch:
  - a. Once an assignment is made, the Assistant Dean/Chief Administrative Officer or MSO will provide the requesting project manager/lead with the name(s) of the Academic Affairs representative from their unit.
  - b. Subsequent to approval, the *project manager* should:
    - i. establish a communication plan
      1. A communication plan should set a schedule for routine updates provided to the appropriate committee(s) and a schedule for relaying feedback to the external project team.
    - ii. help provide any necessary resources that would better equip the project for success.
  - c. Assigned Academic Affairs representatives must agree to maintain the following standards throughout the lifecycle of the project:
    - i. continue to maintain critical operations of their primary position.
    - ii. adhere to the communication plan that was established with the appropriate committee(s).
    - iii. solicit feedback and input from designated focus groups.
    - iv. attend all meetings, work groups, or functions that are required of project participants. If a representative cannot attend, s/he must notify the secondary representative to attend and recap the event upon their return.