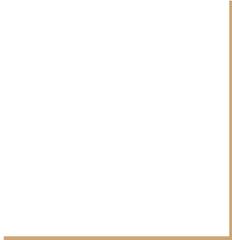




Collaboration Policy

UC San Diego
Academic Affairs



What?

- Policy or Standard Operating Procedure (SOP) for requesting participation on workgroup or committee to collaborate on a project
- In the past: project teams would ask individuals directly
- Currently: PM/Project Lead will ask the Assistant Dean or equivalent

When?

- Workgroups or committees

- Not applied to:
 - Requests for general feedback
 - Surveys
 - User Acceptance Testing (UAT) **outside** of part of a formal project

Who?

- Academic Affairs
- Health Sciences, requesting participation
- SIO, requesting participation

Why?

- Clear boundaries of project
- Clear roles and responsibilities of Subject Matter Experts (SMEs)
- Coordination of SMEs
 - Reduction in overlap
 - Ability to balance workload across FTE
 - Higher level balancing of workload
- Greater communication within Division
- Greater visibility to Division

Resources:

To view the policy, the request template
and the roll-out schedule, please visit:

<http://academicaffairs.ucsd.edu/resource-admin/>