

## UNIVERSITY of WASHINGTON

FY2020 Annual Review Narrative Response for: **200 - President's Office**Programmatic & Academic Vitality Narrative

- 1) Please briefly describe your campus's annual internal budget development process. *Question Type: Free Text, Word Limit: 500, Required For: All Units*

The budget development process is based on financial data, historical spending and commitments trends, and: Knowledge of anticipated and planned staffing, program/initiative activities and operations; Monthly and quarterly reviewing and tracking of expenses, encumbrances and commitments; and Building funding flexibility within allocated resources for unanticipated expenses and strategic program opportunities.

- 2) What are 3-5 key elements of your campus's current strategic plan? *Question Type: Free Text, Word Limit: 500, Required For: All Units*

Members of the President's Office, as part of the Executive Office of the President and Provost, support the University's mission by providing the central coordination and communication of the University's vision and strategic goals with our campuses, stakeholders, regulatory agencies and the public. This is accomplished through the strategy, administrative, and business functions of the office.

The strategy function is working across units and disciplines to achieve the highest level of excellence. Examples of where the function is actively working to drive alignment, enhance collaboration, support decision-making, include:

- Multi-year President/Provost Initiatives (e.g. Population Health, Race & Equity, Innovation Imperative, and Leadership Excellence Project);
- Operations Leadership Team (OLT);
- Constituency Relations and Correspondence;
- Supporting President/Provost Campus and Community Engagement;
- Stewarding relationships with the Faculty Senate, Student leaders, the Board of Regents, Board of Deans and Chancellors, the President's Cabinet; and
- President and Provost-charged committees, councils, work groups, task forces, and special projects that have University-wide significance and time-driven outcomes.

The administrative function is providing high-level support, while managing resources in a way that leverages the work of other campus units to add value, and not duplicating effort. In addition, efforts continue to enhance a "culture of service" in the Executive Office, including goals aimed at:

- Coordinating responses to inquiries in a timely manner, troubleshooting and prioritizing issues or concerns as they arise, and working with campus partners to serve constituents in a seamless and speedy manner.
- Ensuring a high level of customer service and professionalism in all interactions, and working to continuously improve overall customer satisfaction.
- Proactively bringing the day-to-day rhythms of both offices into alignment, improving communication both within and outside the President/Provost's offices, and comprehensively supporting the administrative needs of projects and processes.
- At the business level, the Executive Finance & Administrative Team, a Shared Business Service unit, is now supporting the Executive Office as well as the offices of: Academic & Student Affairs, Academic Personnel, Planning & Budgeting, Faculty Senate, Faculty Advancement & Diversity, Internal Audit, and Compliance & Risk Services. The Executive F&A team leverages technology and subject matter expertise to improve business operations and processes that allows for effective strategic resource planning and decision-making.



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- 3) What major obstacles or institutional barriers currently do, or likely will, hinder execution of your strategic plan? What are you doing to address these challenges? *Question Type: Free Text, Word Limit: 500, Required For: All Units*

Since the consolidation of the President and Provost Offices into the Executive Office, there has been success and progress in our strategy, administrative and business functions. Our efforts to coordinate, collaborate and streamline functions have led to more timely and clearer communications and execution.

Obstacles or barriers that could potentially hinder our efforts are usually emerging issues that require immediate response and coordination. Our resources, financial and non-financial, are reallocated to address and respond to unanticipated emerging issues and this impacts our ability to be proactive in policies and operational development, long-term planning, and to implement continued process improvements for our administrative and business functions.

Although hiring additional staff to address these challenges is a possible option, currently the President's Office strategically leverages internal and campus expertise as part of a collaborative and coordinated effort to address emerging issues.

- 4) Over the next year, could any of your planned strategic activities result in material changes to revenues or expenditures, faculty or staff workload, or the student experience within your campus and/or another unit/campus? *Question Type: Free Text, Word Limit: 500, Required For: All Units*

Based on our planned strategic activities, our continued goal is to support planning, policy development, decision-making processes and campus initiatives in the most effective and collaborative manner. The intended outcomes that would impact our university community are: Clear and open communications; Thoughtful and transparent decision-making; Successful implementation of policies, programs and projects; and Effective allocation and commitment of resources.

- 5) What is your unit doing to effectively use resources in a way that benefits your campus and/or other units/campuses? *Question Type: Free Text, Word Limit: 500, Required For: UWB, UWT, UWS Administrative Units*

The President's Office has a limited number of centrally administered endowed professorships, chairs, and gift funds that are strategically used to support recruitment and retention of distinguished teaching and research faculty, academic and student programs, and institutional initiatives and opportunities.

- 6) What are you doing to improve the experience and outcomes of students on your campus? What could the University do to support your efforts? *Question Type: Free Text, Word Limit: 500, Required For: UWB, UWT, UWS Academic Units, UAA, Graduate School*

Not Applicable