

UNIVERSITY of WASHINGTON

FY2020 Annual Review Narrative Response for: **202 - Provost's Office - Academic Personnel**Programmatic & Academic Vitality Narrative

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

Academic Personnel's (AP) internal budget development process consists of the following:

- Vice provost/finance director review quarterly budget/spending status reports;
- Regular discussions with AP Management Team with continuous assessment and re-allocation of financial resources to service areas and projects of highest priorities; special attention provided during AP recruitment efforts;
- Annual review of the vice provost for academic personnel funding allocations, hiring/staffing plan and strategic projects and initiatives.

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

- Continued effort on Workday improvements, including support to academic units and collaboration with ISC;
- Implemented Interfolio and continuous effort to support the system and improve the user-end experience;
- Developed a plan to re-structure AP Operations to increase and improve AP services; began the implementation of the re-structure in FY19—areas of focus included technology, communications and compliance;
- EDMS project for AP: initiated the first phase in FY19; initial implementation of first phase in FY20.

- 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*

Areas of major obstacles are:

- Emerging labor relations issues that require immediate re-directing of resources and staffing;
- Increasing cost and complexity of technology and systems implementation and the continual cost of maintenance;
- Changing federal and state regulatory requirements that impact business work flows and need additional compliance monitoring and reporting, including reviews and audits; and
- Recruiting and retention of critical staff positions in a competitive market—both internal and external of the UW.

- 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 unit and/or another unit/campus? *Question Type: Free Text, Word Limit: 500, Required For: All Units*

Impact to AP staff workload is based on:

- 1) the additional Workday HR/P support provided to all UW academic and central units;
- 2) continued AP process improvements and systems enhancements; and
- 3) the implementation and integration of Interfolio, the new academic recruitment tool. With the eventual implementation of Workday Financials and its impact to Workday HR/Payroll, AP will need to prepare for additional business support to academic units.

- AP handles a diverse portfolio of compliance and regulatory issues. Changing policies and procedures and political landscapes impact both staff workload and financial resources to manage reporting and audit requirements.



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- Emerging labor relations matters may make the greatest impact on AP resources going forward. As AP's role in negotiating, managing and administrating labor contracts and policies increases, additional resources will be needed to ensure effective implementation, management and compliance.
 - Immigration laws and procedural requirements have greatly impacted the International Scholars Operations (ISO) unit. Increased restrictions on visas have a direct impact on our international scholars consultants who are required to stay abreast of the regulations in order to provide support to sponsoring academic units and our international scholars who may be inexperienced with our immigration laws and systems. Increased time is needed to process visas accurately due to complex federal processes and requirements. Part of ISO's funding model is through a re-charge cost center model and we are experiencing a current declining trend of visa sponsorships and revenue.
- 5) What is your unit doing to effectively use resources in a way that benefits your unit and/or other units/campuses? *Question Type: Free Text, Word Limit: 500, Required For: UWB, UWT, UWS Administrative Units*
- The largest component of AP's operating budget is its people and their subject matter expertise. Working within its budget authority, AP is committed to recruiting, retaining and developing its team members to ensure a high level of business service and continuity. AP continues to explore technology that will improve efficient business flow and reduce redundant work which may free up effort that could be dedicated to proactive outreach, training and communication.
- 6) What are you doing to improve the experience and outcomes of students in your unit? 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