

UNIVERSITY of WASHINGTON

FY2020 Annual Review Narrative Response for: **202 - Provost's Office**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*

Provost/finance director review quarterly budget/spending status reports; while finance director maintains constant oversight of spending activities; Regular review, assessment and re-allocation of financial resources to address service areas and projects of highest priorities; special attention provided during recruitment efforts to remain within authorized allocation; Regular review of expenses that are consistent with activities related to Provost's commitments and business operations; One-time and/or recurring expenses related to special projects, contracts/agreements, and initiatives are discussed in advance with the Provost and/or Vice Provost for Planning & Budgeting.

- 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*

The Provost's Office, as part of the Executive Office, continues to:

- 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);
 - 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 Office, and Compliance & Risk Services.
 - In doing so, the Executive F&A team leverages technology to improve business processes (e.g. electronic forms with e-signatures) and to develop a web-based database to manage and track commitments 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*

The UW is a dynamic and innovative environment for which change is a constant. Managing change while striving to increase our capacity to support new programs, projects, activities, and initiatives within defined resources is a growing challenge. A primary concern is building band-width and subject matter expertise to provide thorough and accurate analyses that support decision-making and to provide project management and coordination to achieve academic and research goals. For a relatively small core office, the Provost's Office experienced a number of staffing changes in 2018. The challenge continues to be recruiting and retaining qualified employees, who can support change management, new projects and initiatives, and continue to deliver quality services to the university community.

- 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*

The Provost's Office managed a leadership change at the beginning of FY19 and, in the current and coming years, members of the Provost's Office team will be supporting the new Provost's strategic initiatives, plans and goals. Impact to our strategic activities will be related to providing and gathering critical analyses and data, project management, and coordination across campus units to achieve goals aligned with our university's mission.

- 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 Provost's Office monitors and maintains operating expenses and commitments that are within authorized funding allocations. The Provost's Office consistently maintains position control authority and deploys strategic recruitment and retention practices to ensure business continuity and services to the campus.

The Provost's Office administers a limited number of central endowed gifts, professorships, chairs and deanships. These gifts and endowments are strategically utilized to recruit and retain distinguished members of the faculty and to support critical academic, research and campus programs.

- 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