



UNIVERSITY of WASHINGTON

FY2021 Annual Review Narrative Survey

Unit Name: Executive Office of the President and Provost

Programmatic & Academic Vitality Narratives

*Text submitted within this section **will** be published to OPB's Annual Budget Development website*

Where possible, you are encouraged to leverage published materials

- 1) Have you made any changes to your unit's annual budget development process from the response provided last year? If yes, please briefly describe the changes you've made to your unit's annual internal budget development process. If no, please answer with a simple, "no changes." *Word Limit: 500*

No Changes

<OPB insert FY 20 response below>

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) Have you made any changes to your unit's strategic plan in the past year? If yes, what are 3-5 key elements of your unit's new/revised strategic plan? If no, please comment on the progress you've made in 3-5 key areas of your strategic plan. *Word Limit: 500*

No Changes

<OPB insert FY 20 response below>

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:



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- 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.

- 3) What major obstacles or institutional barriers currently do, or will, hinder execution of your strategic plan? What are you doing to address these challenges? If no changes from your response to either component of this question from last year, please answer "no changes": *Word Limit: 250*

In addition to our response last year, preparation and readiness for UW Finance Transformation will require dedicated time and resources from members of the Executive Office team. This will involve assessing, changing and implementing new business processes and providing support to units that are part of the President/Provost organizations.

- 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/campus and/or another unit/campus? *Word Limit: 500*

This is currently difficult to predict without clear information about UWFT operating model and how business processes will change and impact staff workload.

- 5) What is your unit doing to effectively use or redeploy resources in a way that benefits your unit/campus and/or other units/campuses? *Word Limit: 500*

Members of the Executive Office effectively use resources to support university initiatives and projects, change management, and administrative services to the university community.

- 6) For UW student facing units, what are you doing to improve the experience and outcomes of students on your campus or in your unit? What could the University do to support your efforts? *Word Limit: 500, Leave blank if N/A*

The Executive Office engages with students at all levels and is committed to creating and supporting an inclusive and welcoming environment; promoting and enhancing learning, teaching and research; and fostering a positive community.