



Project Overview Statement

Executive Summary

Project Title: Faculty Load Assessment
Project ID: 118
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PROJECT BUSINESS CASE

Project Overview

Create the ability to extract information several different ways for faculty members: by individual, department, division, campus and/or district. It needs to show a complete load for each full-time instructional faculty member; it would include all classes fulfilling their contract, any extra pays they teach, any release times (reassignments), sabbatical information as well as any supplements they're receiving. This information is submitted each term to the state with the PDB report but it's not something that we currently have all in one report.

We also need the ability to know the current number of faculty who are in a full-time temporary status and who the replacement position is for (due to sabbatical, long term disability or any other extended leave of absence).

Project goals:

- Determine data / specifications needed for faculty load assessment
- Determine if data required is currently housed in the mainframe or if new information needs to be captured
- If new data is needed; identify data owner and task group that will create procedure to collect the data
- Create data mapping from all fields in CID (Personnel and Student) to be used in the analytical tool
- Collectively work across divisions with BI team to develop prototype for the staffing plan module
- Identify target groups of employees to test prototype
- Share new tool with senior management and hiring supervisors

Business Goals

The college has undergone tremendous change and staff turn-over during the last few years. New college-wide strategic goals have been set, and the college must ensure that adequate staffing resources are allocated for the areas undergoing change, and experiencing growth due to enrollment. This tool will become invaluable to senior management as they continue to discuss position requests each week in President's Cabinet. It will eliminate the need to

manually weigh factors relating to a position, as the staffing plan will identify target areas in critical need, or those experiencing a shortage.

Values / Goals:

- Effective and more efficient use of staffing resources
- Collaborative tool will enhance decision-making process at all levels of the hiring / recruiting phase
- Current enrollment surplus and shortages will be utilized in the decision-making process
- Advance knowledge of staffing needs; turning staffing decisions into a proactive measure instead of a reactive measure

Success Factors

The success of this project relies on the data mapping requirements specified during the first phase. It is important that all paths are considered and that everyone involved understand that the staffing plan report can be used as a roll-off report for many other future BI initiatives. Administrators must see this report as a management tool and not just for information purposes.

- HR staff: outlining specifications; data mapping; field comparisons from current college employee report; analyze tie-in to applicant tracking systems and recruitment methods
- IT staff: program data specifications given; create prototype to be tested; implement system once created
- Senior management staff: buy-in into staffing plan initiative; support staff needed to participate in project; create vision and philosophy to be used in the staffing plan module