**UAF**

## Recommendations:

During the course of deliberations, the committee noted that potential policy changes are frequently imagined during the normal course of business throughout the year. Thus, we recommend collecting suggestions/recommendations over a longer period of time from a wide variety of sources. Then, on a regular basis (e.g., annually), a small committee could review the items in the repository for potential action.

Per the charge noted on Page 1, the current Policies and Procedures Task Force collected suggestions from committee members and/or their colleagues for review. The exercise resulted in a long list of potential changes that was subsequently narrowed down to the list of 20 potential actions listed in the table on the following pages. The list was further refined through a prioritization process as follows:

The relative impact of an action was rated based upon the predicted time/money savings. A value of 1 indicated the most time/money saved, whereas a value of 3 indicated a relatively smaller impact. The ease of implementation was also evaluated, with a value of 1 indicating a relatively easy implementation, and a value of 3 indicating a more arduous implementation. The Relative Impact value (1-3) was then added to the Relative Ease value (1-3), resulting in a Priority value potentially ranging between 2 and 6. The actions resulting in the lowest Priority value were considered to be the highest priority, and are listed at the top of the table. In the table, each Priority value is indicated by a different background color, although the Priority values themselves are not shown. No attempt was made to prioritize the individual actions with a similar Priority value, thus they are denoted by letters rather than numbers.

Per the charge, the task force sought to correlate the recommended actions with the Chancellor's Strategic Goals and/or the UA Goals & Measures 2017-2025. The corresponding Chancellor's Strategic Goals and/or UA Goals are indicated in the table according their number:

Chancellor's Strategic Goals
1. Modernize the student experience
2. Solidify our

| | Impediment/Policy | Relative Impact | Relative Ease | UAF Goals | UA Metrics | Ownership | Notes |
|---|---|---|---|---|---|---|---|
| A | P05.10.025 Simplify residency requirements to align with State of Alaska PFD. | 1 | 1 | 1 | 5 4 | BOR | May lose some non-resident tuition revenue; must be coupled with improvements in financial aid leveraging/scholarship awards. |
| B | Hiring adjuncts; process for hire used to be streamlined, now additional oversight and required committee | | | | | | |

| Impediment/Policy | Relative Impact | Relative Ease | UAF Goals | UA Metrics | Ownership | Notes |
|---|---|---|---|---|---|---|
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| | Impediment/Policy | Relative Impact | Relative Ease | UAF Goals | UA Metrics | Ownership | Notes |
|---|---|---|---|---|---|---|---|
| M | Once hired people can't start due to poor onboarding procedures; manual data entry required because systems are not integrated as planned. | 1 | 3 | 5 | 5 | SWOIT | The systems we use for recruitment, hiring, and getting employees set up reside in multiple systems that do not communicate with one another is labor and time intense. |
| N | Flexibility in non-retention notifications for term contracts; internal practice is manual and labor intensive for notification of term employees. | 3 | 1 | n/a | 5 | BOR P04.04.047 - Faculty UNAC CBA - 9.4.2 R04.01.050.D - Staff | Term funded employees are given a contract with an end date. For term funded faculty (i.e. h faculty), the notification peri.81 .37 89.6 |

**UAF Proposal: Alignment of Fee Payment Deadlines Across Institutions**
**Submitted to A. Prakash for Academic Council 2/15/19**

**Benefits to UA Students** As more students continue to take courses via eCampus, or from multiple campuses with multiple payment deadlines, alignment will reduce confusion, improve communications, and better serve our student body.

**Alignment Strategy & Proposal** Beginning in fall 2019, UAF will revert to UAF's original payment

request for improved service.

UAA posts the APS and other non-Title IV aid after the add/drop period each semester so students will not receive a refund if they drop their classes. This is roughly one month into the semester. UAA Financial Aid cites capacity issues associated with staffing as the primary reason posting aid earlier cannot be accomplished.

*Current UAF & UAS Spring 2019 timeline:* Financial aid is disbursed Friday, Jan. 4 Residence halls open, 8 a.m. Friday, Jan. 11 Orientation for new students Friday, Jan. 11 First day of instruction Monday, Jan. 14 Alaska Civil Rights Day (no classes, most offices closed) Monday, Jan. 21 Deadline for adding classes and late registration Friday, Jan. 25 Last day for student- and faculty-initiated drops with refund Friday, Jan. 25 Last day for tuition and fee payment Monday, Jan. 28

*Current UAA Spring 2019 timeline:* Title IV Financial aid is disbursed Friday, Jan. 4 First day of instruction Monday, Jan. 14 Alaska Civil Rights Day (no classes, most offices closed) Monday, Jan. 21 Deadline for adding classes and late registration Friday, Jan. 25 Last day for student- and faculty-initiated drops with refund Friday, Jan. 25 Last day for tuition and fee payment Monday, Feb. 4 APS, Foundation scholarships.other non-Title IV aid disbursed beginning Feb. 4

UAF proposes UAA align with the current UAF/UAS fee payment deadlines effective for Fall 2019.

C. maintain the integrity of university information resources;

D. allocate finite resources based on prioritized needs; and

E. protect the confidentiality of sensitive data collected under research grants and contracts with outside agencies. (02-18-00)

**Add to R02.07.030. Objectives for Management of Information Resources.**

A. Information resources regulations and the MAU rules and procedures based on them are intended to foster an environment that will support strategic initiatives and streamlined business processes of the university. This modernized, all inclusive system will meet industry & internet standards of best practices. The system will keep up with evolving technological advances to ensure customers receive the best experiences and uniform services while meeting all business processes improvement needs. In addition, information resources will:

1. respect First Amendment rights and privacy of persons, including academic freedom;

2. reasonably protect against misrepresentation, tampering, destruction, and theft of intellectual efforts;

3. maintain the integrity of university information resources;

4. allocate finite resources based on prioritized needs; 02.07 8 Information Resources

5. protect the confidentiality of private, sensitive and restricted information, including research data as well as university information;

6. satisfy requirements for privacy and confidentiality of data arising from grants or contracts with external entities such as foundations, corporate partners, or government agencies, and relevant laws;

7. facilitate and enhance communication, collaboration, and sharing of information in support of the academic mission of the university;

8. not be interpreted to impair employee rights to intellectual property; and

9. minimize legal liability of the university related to information resources. B. Consideration of these objectives is appropriate in resolving issues not

A. Corrective actions may include, but are not limited to: formal discussion; written communication detailing performance, behavior standards, and expectations; written reprimand copied to  the official personnel file; disciplinary probation; suspension; dismissal; or any reasonable combination of these or other actions.

**Impacts this policy change would have:**

- o **Pro**:Reduced operational cost and liability.
- o Reduced time expended by supervisors addressing employee performance or conduct.
- o Increased time expended by supervisors on priority business needs of the institution.
- o Increased consistency in implementation of corrective actions across the institution.
- o Increased cooperation between supervisors and Major Administrative Unit Human Resources Offices.
- o Increased awareness of employee performance and conduct expectations.