Data Stewards Faculty Database Workgroup Charter

Mission Statement:
Faculty database workgroup will develop and pilot a model for expanding the use of an established set of applications university-wide to serve the needs of departments, colleges, provost, university and external agencies. This project will support the university’s objective to provide administrative systems to meet the information needs of the university in a cost effective manner.

In Scope:
- Academic Appointment/Board Actions module will be utilized in a pilot in a new college (not currently utilizing it)
- Identify and resolve differences in policies and procedures between current medical center colleges and provost model
- Standard report (evaluate existing reports and determine needs)
- Develop access and security issues with the system
- Address issues with HRS upload
- Margaret Leach and Cathy Owen will act as resources to Diane during the pilot to help identify and resolve differences in the interpretation and implementation of Administrative Regulations.
- Minimize changes to existing system for the pilot unit and bring proposed changes back to an approval body
- Develop plan and timetable to implement pilot unit
- Make changes to existing database
- Determining how to populate the database
- Work with pilot area’s desktop support to communicate standards for operation
- Development, documentation and training for pilot unit people in the process of using the system
- Determine criteria for evaluating the success of the model and pilot and conduct the evaluation
- Develop and document a model for implementation and support of established system university-wide
- Pilot unit will implement the process as it will be done university-wide

Out of Scope:
- The following modules are not a part of this process:
  - DOE
  - CV/productivity
  - TA Credentials
- Major changes to existing system
- Address political sensitivity and resource allocation for areas outside of pilot
- Implement the university-wide roll-out
- Inclusion of data in data warehouse
- Access/Utilization of database for external agencies/departments
- Discussions about ERP and its capabilities
- Desktop Support (actual)
- Changes to Medical Center colleges during the pilot

Critical Success Factors:
- Apply pilot project and see it to a successful end – one college on board fully integrated and utilizing the AA/BA module of the database, relying on it and satisfied with it
- Data entry workload would be distributed to the appropriate individuals (eliminate intermediaries)
- Make the system a part of the work process (data is accurate and current)
- Creates a positive buzz – buy-in that creates demand for piloted system
- Would lead to a need for a successful roll-out university-wide
Project Endpoint:
This project will be complete when we have successfully implemented the pilot unit utilization of the Academic Appointment and Board Action module including:
- Proper board actions are submitted by the pilot unit
- Board appointments are generated electronically by the pilot unit
- Faculty appointment data is successfully loaded to HRS
- Notification letters (appointment and changes) are successfully generated
- PR2 report is successfully generated
- Pilot unit area and Margaret Leach have accepted and integrated the use of this module into their day-to-day business processes.