

August 20, 2013

To: Deans, Directors, Department Chairs  
From: Kim Wilson, UK Chief Human Resources Officer  
Re: Expanded Reporting on University SuperVision Training Compliance

Colleagues:

To help ensure newly hired University supervisors receive required training on a timely basis, HR Training & Development will soon begin providing quarterly training compliance reports to all senior leaders (see below). **By providing greater transparency regarding compliance with required SuperVision training, we hope to dramatically increase completion/compliance rates.**

Supervisory training helps ensure we have successful and effective leaders on the job. Well-trained leaders, in turn, help drive employee engagement and support for department and University goals. Recent data highlight opportunity for improvement in this area. Of the individuals newly hired into UK supervisory positions in 2012, 97% *started* the program within their 180 days of their hire date, but only 56% *completed* it during that time.

**We ask for your support in motivating new supervisors to complete required SuperVision courses in the 180-day (formerly 90-day) timeframe specified by University policy.** Our Human Resources division is actively working to support you and our supervisors in this effort. For example, campus supervisors now have the flexibility to complete all or any SuperVision courses online and/or in the classroom, at times that work best for them. We will continue to communicate this training requirement in various ways, including personalized outreach to new supervisors.

To support the University's effort to improve SuperVision training compliance, we will distribute compliance reports on the following schedule:

Supervisor Hire Date	Deadline for Completing University SuperVision	Reports Provided To:		
		VPs & Deans – One level below EVPs & Provost	EVPs & Provost	President
January - March	September 30	1 <sup>st</sup> week of September	3 <sup>rd</sup> week of September	1 <sup>st</sup> week of October
April - June	December 31	1 <sup>st</sup> week of December	3 <sup>rd</sup> week of December	1 <sup>st</sup> week of January
July - September	March 31	1 <sup>st</sup> week of March	3 <sup>rd</sup> week of March	1 <sup>st</sup> week of April
October - December	June 30	1 <sup>st</sup> week of June	3 <sup>rd</sup> week of June	1 <sup>st</sup> week of July

The reports will contain the following information for the newly hired or promoted supervisors:

- **Hire Date**
- **Job Title & Position Number**
- **Department Name & Number**
- **Compliance Status**

Reports will be emailed from Donna Vanover, Training & Development Coordinator. If you have questions about the completion status of any newly hired supervisor in your area, please contact Donna at [donna.vanover@uky.edu](mailto:donna.vanover@uky.edu) or at 257-5996.

Your assistance is appreciated in communicating the importance of this training to your staff. If you have any questions, please let me know.