

Action Project 2 Charter

Orientation and Professional Development Plan for Faculty and Staff

Opportunity for the team: The team will develop processes and procedures to provide new hire orientation and ongoing professional development for faculty and staff.

Data that led to the selection of this project: The University has provided professional development funds, but those funds seem to be made available on an as-requested basis. Faculty and staff frequently express frustration related to the availability of information and tools to enhance performance. A plan and process to continually evaluate and respond to professional development needs will demonstrate respect for people and a willingness to invest in them. It will enable employees to attain personal and professional fulfillment and provide opportunities for career development. It will enhance performance and pride in work, in turn leading to improved campus relationships, reduced feelings of territorialism and better sharing of information.

Project Scope: The team task is to:

1. Gather data regarding current professional development activities at Evangel, including quantity and quality of current orientation and training, monies spent on employee development, timeliness and use of employee performance reviews, conformance to legally required training, and level of faculty and staff participation.
2. Develop a plan and processes to provide comprehensive new hire orientation for new employees.
3. Develop a plan and process to continually evaluate and respond to professional development needs.

After the team is chartered it will:

- Negotiate and refine any details of the charter
- Clarify Project Components -- Due to the significant task of orienting, training, and providing professional development to staff and faculty, it will be important to identify needs for each group and separate processes and systems to continually evaluate and respond to professional development needs.
- Establish timelines for each phase of the project
- Design and/or obtain measurement instruments
- Collect data
- Analyze data
- Identify opportunities for improvement
- Design an implementation plan
- Recommend implementation processes
- Develop an evaluation plan
- Make recommendations for improvement

Customer Requirements: The customer is the Evangel University community. It is the responsibility of the University to assure all community members have the training and tools to perform effectively and efficiently. It is important for Evangel to address this situation so that we maintain a positive work environment and to enable employees to perform their duties in an effective and efficient manner leading to increased pride and satisfaction in work.

Team Selection Guidelines: The team will be limited to ten individuals and will be led by Team Leader Dale Garrett. Additional team members represent various areas of faculty, staff, and offices and include: Colleen Hardy, Ocki Haas, Russ Murphy, Nancy Pace-Miller, Michael Palmer, Nathan Sutton, Elaine Tate, Dennis Whaley, and Kathy White.

Reporting Structure between the team and the Campus Planning Council sub-committee: The Action Project Manager will bear responsibility to keep the team on task and time targets. The team will provide monthly progress updates to the AQIP Steering Team Liaison, Joe Zeh, who will in turn report to the EU Strategic Planning Team and subsequently Campus Planning Council. EU community members will be updated through monthly newsletters (Q-tips), web postings, voice mails, and departmental and campus-wide meetings.

Project Constraints: The team will consist of ten members who will be empowered to gather data to analyze faculty and staff orientation and training needs and design processes to assure new hire orientation and on-going training and professional development opportunities are, and remain comprehensive, of high quality and current as new programs, technological advances, and progressive change impact the University community.

Authority to consult experts: The team may consult with knowledgeable individuals within the University and at other institutions as needed. They may engage consultants with the understanding that any consultant that would require a fee will need prior approval of the Campus Planning Council.

Authority to change processes: The team will make recommendations to the designated AQIP contact and/or appropriate Campus Planning Council sub-committee. At appropriate intervals, the findings and recommendations will be referred to the Campus Planning Council for implementation approval.

Deliverables at the conclusion of the project: The team shall deliver the following:

1. Data regarding current professional development opportunities.
2. A plan to appropriately socialize and orient new employees.
3. A plan and process to continually evaluate professional development needs.
4. Comparative data identifying best practices in professional development from institutions similar to Evangel in terms of enrollment, programs, and technology.
5. Recommendations for improvement in the processes of providing professional development opportunities.
6. Evaluation plan to measure the effectiveness of the proposed processes and plans..

Timeline for completion of the project: The team will develop time targets for each phase of the project; project completion no later than April 1, 2007.

Recognition of efforts and team accomplishments: Incremental milestones will be publicly recognized within the Evangel community through e-mails, web postings, and community gatherings. Upon completion of the project, the team members will feel satisfaction in having addressed an important issue impacting the efficiency and effectiveness of the Evangel University Community. Team members will receive recognition at the campus-wide meetings commensurate with the quality of the report.