

4-28-2017

Integrated Cluster Functions Analysis

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Recommended Citation

Plymouth State University, "Integrated Cluster Functions Analysis" (2017). *Clusters*. 266.
<http://digitalcommons.plymouth.edu/plymouthclusters/266>

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Integrated Cluster Functions Analysis

<u>IC Leadership Categories</u>	<u>IC Primary Functions</u>	<u>Example Activities and Tasks</u>
Academic Program Administration	<ul style="list-style-type: none"> Curriculum Development Management Academic Schedule & Resource Coordination Faculty Academic Quality Management Academic Program Certification 	<ul style="list-style-type: none"> Review of new courses & certifications; Curriculum changes; Course eliminations Semester scheduling of faculty and course locations; Adjunct faculty development and coordination Peer review of course work: syllabi and classroom experience; Observations/Evaluations/Mentoring Analysis & documentation to maintain external academic program certifications
IC Planning & Expense Management	<ul style="list-style-type: none"> IC Budget Planning and Management IC Mission/Vision Statement Evolution Resource Strategy & Investment Planning Activity, Event, & Project Funding 	<ul style="list-style-type: none"> Create and propose IC budgets; Oversee conformance of expenses to budget categories Update IC Mission & Vision statements in line with evolving activities and areas of focus Define IC investment priorities for physical and IT resources; define faculty/staff resource strategies Review and approve/endorse funding for new IC Activities and sponsored Projects
IC Activities and Communications	<ul style="list-style-type: none"> Activities & Events Management IC Projects Development IC Communications Management External Partner/ Alumni Relations Development 	<ul style="list-style-type: none"> Define and manage IC Activities and Events; includes IC-specific and Cross-IC activities Mentor and develop new IC Project and Curricula initiatives from concept to proposal stage Develop & deliver internal IC communications; collaborate & support campus/external communications efforts Collaborate with PSU CBCP on partner-specific HIL programs; create external IC Advisory Board
IC Student Engagement	<ul style="list-style-type: none"> Student Academic Advising/Mentoring Coordination Student /Student Group Activity & Program Coordination Student Escalation Advocacy Student Recruiting & Retention Management Student Transfer Administration 	<ul style="list-style-type: none"> Coordinate Student Advising Activities and responsibilities including academic advising and curricula planning Engage students and student groups in IC activities and projects; integrate student group programs into IC Mission Ensure student escalations are supported by faculty processes and are effectively addressed; includes academic integrity Develop/ implement activities to promote student recruiting and retention; participate in PSU programs and events Evaluate transferability of prior course content completion into PSU
IC Inter-Cluster Liaison	<ul style="list-style-type: none"> IC Processes Liaison IC IT Automation Liaison IC Faculty & Staff Training & Development Liaison 	<ul style="list-style-type: none"> Participate in planning and implementation involving consistent cross-IC process creation and change management Participate in planning and implementation/feedback for all new IT automation tools supporting IC operations Develop and assist in implementing all new development courses and training of faculty and staff for IC processes

Integrated Cluster Functions Analysis

<u>IC Management Categories</u>	<u>IC Primary Functions</u>	<u>Example Activities and Tasks</u>
Faculty Administration	Faculty Workplan Evaluation	Review Workplan accomplishments; Review student evaluations; Create new workplans
	Faculty Evaluation	Write annual letters of evaluation for all full-time faculty
	New Faculty Position Hiring & Fulfillment	Hiring of new tenure-track and non-tenure track and adjunct faculty; provide for orientation training
	P&T Process Management	P&T administration process; Applications review process
	Sabbatical Request Management	Review and approve Sabbatical applications and provide recommendations
	Faculty Reappointment Management	Provide pre-tenure and non-tenure track faculty reappointment letters
	Professional Development Management	Review and approve faculty Professional Development requests
	Course Release Process Management	Review and approve faculty Course Release requests
	Student Advising Process Management	Assign student advisees to faculty members
	Pay Increase Process Management	Provide general pay and recognition pay increase recommendations
Teaching Lecturer Administration	Academic Program Manager Management	Assign academic Program Managers; Evaluate and document performance of Academic Program Administrators
	TL Planning and Management	Adjunct/ Teaching Lecturer Faculty performance analysis
Staff Administration	TL Course Assignment	Create appointment letters for specific course assignments
	TL Reappointment	Create Reappointment recommendations and documentation
Faculty Engagement	PAT & OS Performance Evaluation	Evaluate and document performance of PAT and OS IC members
	Pay Increase Process Management	Provide pay increase recommendations and/or job reclassification recommendations
IC Planning & Budgeting	IC Faculty/ Staff Meeting Management	Create and deliver Organizational meetings/retreats
	PSU Meeting Management	Participate/present IC issues and progress updates at Faculty Meetings
	IC Committee Creation	Support the creation of faculty/staff IC committees; support review and modification/revision of Bylaws
	Faculty Welfare Management	Participate in Faculty Welfare Committee meetings
IC Planning & Budgeting	IC Budget Management	Review and approve investment priorities; submit operational budget requests
	IC Course Fee Management	Administer requests for Course Fee Additions or Increases
	Expense Reimbursement Management	Approve travel reimbursements, petty cash, and minor purchases