



UNIVERSITY of WASHINGTON

FY2021 Annual Review Narrative Survey

Unit Name: Office of Academic Personnel

Programmatic & Academic Vitality Narratives

- 1) Have you made any changes to your unit's annual budget development process from the response provided last year? If yes, please briefly describe the changes you've made to your unit's annual internal budget development process. If no, please answer with a simple, "no changes." *Word Limit: 500*

No changes

<OPB insert FY 20 response below>

Academic Personnel's (AP) internal budget development process consists of the following:

- o Vice provost/finance director review quarterly budget/spending status reports;
- o Regular discussions with AP Management Team with continuous assessment and re-allocation of financial resources to service areas and projects of highest priorities; special attention provided during AP recruitment efforts;
- o Annual review of the vice provost for academic personnel funding allocations, hiring/staffing plan and strategic projects and initiatives.

- 2) Have you made any changes to your unit's strategic plan in the past year? If yes, what are 3-5 key elements of your unit's new/revised strategic plan? If no, please comment on the progress you've made in 3-5 key areas of your strategic plan. *Word Limit: 500*

Yes, the Office of Academic Personnel (OAP) updated its strategic plan. An infographic has been uploaded with this submission.

- Redesign and validation of the OAP website;
- Continued effort on Workday improvements, with a focus on improving data integrity;
- EDMS project for OAP: first phase completed and planning for next phase with historical record ingest.

- 3) What major obstacles or institutional barriers currently do, or will, hinder execution of your strategic plan? What are you doing to address these challenges? If no changes from your response to either component of this question from last year, please answer "no changes": *Word Limit: 250*

No changes

<OPB insert FY 20 response below>

Areas of major obstacles are:

- o Emerging labor relations issues that require immediate re-directing of resources and staffing;
- o Increasing cost and complexity of technology and systems implementation and the continual cost of maintenance;
- o Changing federal and state regulatory requirements that impact business work flows and need additional compliance monitoring and reporting, including reviews and audits; and
- o Recruiting and retention of critical staff positions in a competitive market—both internal and external of the UW

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4) Over the next year, could any of your planned strategic activities result in material changes to revenues or expenditures, faculty or staff workload, or the student experience within your unit/campus and/or another unit/campus? *Word Limit: 500*

- The revised OAP strategic plan was adopted with the intent that the additional workload could be managed within available resources but that progress could be impacted by institutional priorities that are determined to take precedent.
- With the eventual implementation of Workday Financials and its impact to Workday HR/Payroll, OAP will need to prepare for additional business support to academic units.
- OAP handles a diverse portfolio of compliance and regulatory issues. Changing policies and procedures and political landscapes impact both staff workload and financial resources to manage compliance, support, reporting, and audit requirements.
- Emerging labor relations matters may make one of the greatest impacts on OAP resources going forward. As OAP's shared role in negotiating, managing and administering labor contracts and policies increases, additional resources may be needed to ensure effective implementation, management and compliance.
- Immigration laws and procedural requirements have greatly impacted the International Scholars Operations (ISO) unit. Increased restrictions on visas have a direct impact on our international scholars advisors who are required to stay abreast of the regulations in order to provide support to sponsoring academic units and our international scholars who may be inexperienced with our immigration laws and systems. Increased time is needed to process visas accurately due to complex federal processes and requirements. Part of ISO's funding model is through a re-charge cost center model and we are experiencing a current declining trend of visa sponsorships and revenue.

5) What is your unit doing to effectively use or redeploy resources in a way that benefits your unit/campus and/or other units/campuses? *Word Limit: 500*

The largest component of OAP's operating budget is its people and their subject matter expertise. Working within its budget authority, OAP is committed to recruiting, retaining and developing its team members to ensure a high level of business service and continuity. OAP continues to explore technology that will improve efficient business flow and reduce redundant work which may free up effort that could be dedicated to proactive outreach, training and communication. OAP's revised strategic plan adopted a set of guiding principles intended to support the effective use and deployment of resources to the benefit of the institution.

6) For UW student facing units, what are you doing to improve the experience and outcomes of students on your campus or in your unit? What could the University do to support your efforts? *Word Limit: 500, Leave blank if N/A*

No applicable