College of Arts & Sciences Managers' Meeting

Wednesday, July 10ᵗʰ

10:30 a.m. – 12:00 p.m.

Toy Lounge, Dey Hall

Welcome: Manish Kumar, Associate Dean for Finance and Budget Management

HR Announcements: Ashante Diallo, Interim HR Officer

HR Lunch & Learns
- This month's Lunch & Learn will be held on Wednesday, July 17th in 205 Howell Hall from 12 noon – 1:00 pm. This month's topic is "Student Hiring".   The June Lunch & Learn topic will be on August 14th and will be on "IT Safety" with our very own Jackson Cox from OASIS. More information on this session will be sent soon but it is currently on our College website.

REMINDER: EHRA Non-Faculty Performance Review
- As a reminder, the annual performance cycle for EHRA non-Faculty employees is from July 1 – July 30th. All performance evaluations should be prepared and delivered to the employee no later than July 31st. Similar to last year, the Dean's Office HR Consultants will distribute ratings spreadsheets to each department by late July. Spreadsheets will be due by August 2, 2019 and the ratings will be entered into ConnectCarolina by the Office of Human Resources. Attached are both the Annual Performance Appraisal Form and the EHRA Non-Faculty Performance Goals Document. For information on EHRA non-faculty performance evaluations please click here. If you have additional questions and/or concerns, please reach out to your HR Consultant.

Salary Increase Freeze Until Adoption of FY 2019-2020 State Budget
- Given the lack of an adopted State Budget for FY 2019-2020, the System Office has received official guidance from the Office of State Budget and Management (OSBM) of a temporary freeze for many types of salary adjustments regardless of funding source and employee type effective July 1, 2019 or later until further notice. For those actions that remain permissible during this freeze, all regular UNC System salary pre-approval procedures remain in effect. This freeze is also not intended to cause any interruption to offers to external candidates for existing budgeted positions. All affected employees will be notified via email with copies to the Department Manager and Department Chair. Once the freeze is lifted, any pending salary increases will be initiated retroactively. If you have additional questions and/or concerns, please reach out to Ashante Diallo, ashante@unc.edu.

Finance Announcements: Manish Kumar, Associate Dean for Finance and Budget Management

1. Payout/Reinvestment process will be coming up towards the end of the month. Please begin looking at your endowments to prepare for this process. Payouts have posted to your University sources (Fund 28200 - source 7XXXX) & College of Arts and Sciences (fund 29920 - sources C0XXX). In the meeting materials, we have provided the 'To Help Prepare For' e-mail we sent out last month and a help document on how to read the Trust Funds by Owning Department report. The Dean's Office Finance Team, Meredith Tunney, & Joanna Cardwell will host a Help Session on Thursday, August 1st from 10 am to 12 noon. An e-mail with a doodle poll will be sent out in the coming weeks.

2. Dean's Office Commitment Allocations, Professorship salaries & research funds, & permanent salary adjustments will be allocated by the end of August.

3. Year-end Deficits on State & Dean's Office allocated sources - If you have a deficit greater than $100 on your state or DO allocated trust source, you will receive an e-mail within the next week with options on how to pay back the deficit.

4. Start-up allocations - We will be allocating more start-up on trust funds. The same trust fund may not be used each FY so please search your ledgers by using the faculty's unique program code rather than the previous year's source. And please make sure that you run your commitment report in ASR monthly to check for new DO allocations.

5. Operational Excellence - Chase Debnam, department manager of Psychology and Neuroscience will be in touch with the departments who have not completed their operational excellence training as of July 10th. Additionally, unnecessary campus vouchers – or those that resulted from procuring items via methods not recommended by the decision tree will be sent an Excel report on a monthly basis. As you review your data, please consider the following questions:

   - What are the drivers of unnecessary campus vouchers in my unit?
   - What steps can I take now *and* in long-term to eliminate unnecessary campus vouchers?
   - How can I limit personal reimbursements and ensure that items are procured via the appropriate purchasing method moving forward?

Update on Dean's Office Positions

The Dean's office is currently in the process of recruiting multiple candidates for the following positions:

1. Lead accounting technician:
   - The final round of interviews will be completed during the week of July 15th.
2. Accounting technician position:
   - The final round of interviews were completed in late June. The anticipated start date for this position is on Monday, July 15th.
3. Senior Budget Analyst:
   - Interviews will be conducted in the coming weeks.
4. Congrats and Grant Manager:
   - Interviews will be conducted in the coming weeks.
   - For a smooth transition, Elise Richards, former Contracts and Grants Manager, will continue to support her departments in the exact same way she does now until the position is filled to maintain the standard level of customer service we provide our partners. There will be no stop in service or assistance as she begins her new role. Elise will still support the College in her new role at OSR, and will be available as a resource if needed.

UNC and NCCU Internship Collaboration

- To streamline an ongoing pipeline for the Dean's Office and for the departments we serve, we've collaborated with NCCU to hire 3 interns for the fall and spring semesters. Additionally, this collaboration will give us an opportunity to hire future full-time employees, while effectively managing our workflow to accomplish our immediate objectives. The NCCU interns will be working with a variety of areas within the business operations office to include:

  - Contracts and Grants
  - Accounting Shared Services
  - Human Resources

Travel and Pcard Updates: Travis Henderson, Director of Procurement, Janet Rupert, Director, Accounts Payable & Travel Services

Oasis Updates: Andy Lang, Associate Dean of Information Technology and Data Analytics and Sean Semone, Associate Director, Arts and Sciences Information Services

Instructions for Setting EHRA Non-Faculty Performance Goals

When Do I Set Goals?
Performance goals should be set at the beginning of each performance evaluation cycle which runs from July 1st to June 30th. For the current performance, completing this document is optional. For the performance cycle beginning July 1, 2019, this document will be mandatory.

What is the Right Number of Goals?
Supervisors should establish at least three (3) goals and objectives for the employee. We recommend no more than five (5) goals.

Where Should We Focus?
Goals and objectives should be based on key business needs, strategic initiatives, and principal functions of the position. These goals are not intended to cover all aspects of the employee work product. They should be focused on key results, outcomes and deliverables and may be:

- **Critical-Function -** highlight some of the most critical work needs in the position description
- **Compliance-Focused** - ensure compliance with relevant policies, procedures, regulations, and/or job requirements
- **Project-Oriented** - may be regular or one-time work that is significant during the cycle
- **Work-Unit Specific** - improve and/or sustain work product or related team dynamics
- **Division-Wide** - tied to University strategic goals and/or initiatives
- **Forward-Focused** - align with the unit and the University strategic goals and mission

Does My Employee Have a Say in This?

Yes! It is important that the employee have a voice in the process to ensure buy-in and engagement. Often managers will have the employee take the first pass at creating their own goals for the upcoming performance period.

How Do I "Connect the Dots" for my Employees?
It is important that individuals see how their work is tied to the overall mission, vision and priorities of their organization. Whenever possible, your employee's goals should be aligned to The University of North Carolina System Strategic Plan, UNC-Chapel Hill Blueprint for Next Strategic Plan, UNC-Chapel Hill Institutional Goals and your Division/School goals. Linking these higher-level goals and strategic priorities to the individual's performance goals will enable the individual to connect their performance to the performance of their division/school as well as the University and the System as a whole. Refer to the Goal Alignment Worksheet to help "connect the dots".

Where Can I Find More Information?
For additional information and resources for writing individual goals, please visit the OHR website at
https://hr.unc.edu/managers/performance/ehra-evaluation/

Instructions for Creating a Professional Development Plan

Discuss professional development activities with the employee and determine the appropriate activities to be established during the performance cycle. These may include activities for employee growth and/or to address performance. Some examples of professional development activities may include training programs, committee work, conference attendance and/or presentations, or other related activities that maintain, develop or broaden employee skills relevant to the employee's position, career path, or service to the University.

Goal Alignment Worksheet

Individual Annual Performance Goals should be aligned to one or more higher-level goals or strategic plans outlined below.

University of North Carolina System Strategic Plan	UNC-Chapel Hill Blueprint for Next	Institutional Goals	Division/School Goals
ACCESS: the opportunity for all North Carolinians who are prepared for the associated rigorous learning experiences to pursue a university education. **STUDENT SUCCESS**: A combination of positive intellectual, personal, and social development facilitated by a high-quality university education. The development of competencies — critical and creative thinking, life-long learning, technological mastery, resilience, effective communication, flexibility, and collaboration, among others — for meaningful engagement in 21st-century life. The timely acquisition of a degree. **AFFORDABILITY & EFFICIENCY**: A working compact among the state's elected officials, taxpayers, and UNC to deliver the University's multifaceted mission at the highest levels of quality in a cost-effective manner without regard to a student's ability to pay. **ECONOMIC IMPACT & COMMUNITY ENGAGEMENT:** Preparing graduates to be well-rounded citizens and lifelong learners to meet the state's long-term needs; improving quality of life; investing in foundational research; speeding the discovery, application, and translation of research; and deepening sustained partnerships that strengthen local communities and the state's economy. **EXCELLENT & DIVERSE INSTITUTIONS:** The University's constituent institutions are individually distinct and mission-focused and collectively comprise an inclusive and vibrant university system, committed to excellence and the fullest development of a diversity of students, faculty, and staff.	**Pillar 1 – OF THE PUBLIC, FOR THE PUBLIC.** We will: • Eliminate all barriers to a great education. • Bring expertise to bear for the benefit of North Carolina and beyond. • Work for democracy: develop citizen-leaders and encourage informed public discussion. **Pillar 2 – INNOVATION MADE FUNDAMENTAL** We will: • Value and prioritize foundational research and creative practice. • Meet the imperative for learning that is personalized, experiential, collaborative, and data-literate. • Translate research into professional, commercial, and societal uses. • Adapt to evolving workforce and student need **CROSS-CUTTING IMPERATIVES** • Aspire to preeminence. • Help us serve as the economic powerhouse for the state. • Prepare our graduates for the new economy and contemporary life. • Adopt a global mindset. • Address big societal questions.	*(Refer to the HR website for more detailed descriptions of institutional goals. These will be rated on the annual appraisal on a 3-point scale (Not Meeting, Meeting, Exceeding Expectations)* **EXPERTISE**: Produces work that is accurate, thorough, and demonstrates sufficient analysis and decision-making to meet the requirements of the employee's position and profession. Maintains technical skills and relevant professional credentials. **ACCOUNTABILITY:** Completes required volume of work by established deadlines and stays productive throughout workday. Takes sufficient/ appropriate measures to plan and organize work, prioritize tasks, and set realistic goals. **CUSTOMER-ORIENTED:** Listens to determine the most effective way to address customer needs and concerns. Follows through on commitments, despite time pressures or obstacles, and maintains relevant communication with customers until job is completed. **TEAM-ORIENTED:** Communicates and engages directly, clearly, and tactfully with colleagues. Makes decisions with others in mind, and willingly performs additional duties when team members are absent, during times of increased workload, or as otherwise required by management to meet business needs. **COMPLIANCE & INTEGRITY:** Complies with personnel and equal opportunity policies, including prohibitions on harassment, discrimination, and violence, and all other policies. Complies with all safety requirements for the position. **SUPERVISION (For Supervisors Only):** Provides adequate stewardship of assigned resources, including budget, space, equipment, and staffing. Provides clear objectives that foster work unit development and align with university values and goals.	*Insert Division/School Goals Here*

UNC
HUMAN RESOURCES
Workforce Strategy, Equity, and Engagement Division

ANNUAL PERFORMANCE APPRAISAL CYCLE *(Dates From/To)*:		to	
Dept. Name:		**Employee Name:**	
Supervisor Name:		**Position Title:**	
Supervisor Title:		**Employee ID:**	

INDIVIDUAL GOALS & OBJECTIVES	**Enter a minimum of three (3) performance goals below.**

GOAL #1 -- Title:	
Description:	

GOAL #2 -- Title:	
Description:	

GOAL #3 -- Title:	
Description:	

GOAL #4 -- Title:	
Description:	

GOAL #5 -- Title:	
Description:	

SIGNATURES FOR ANNUAL PERFORMANCE GOALS

Supervisor:		**Date:**	
Employee:		**Date:**	

ANNUAL PERFORMANCE APPRAISAL CYCLE *(Dates From/To)*:		to	
Dept. Name:		**Employee Name:**	
Supervisor Name:		**Position Title:**	
Supervisor Title:		**Employee ID:**	

Professional Development Plan

Professional Development Activities	Examples of professional development activities may include training programs, committee work, conference attendance and/or presentations, or other related activities that maintain, develop or broaden skills relevant to the employee's position, career path, or service to the University.

Activity #1 -- Title:	
Description:	

Activity #2 -- Title:	
Description:	

Activity #3 -- Title:	
Description:	

SIGNATURES FOR PROFESSIONAL DEVELOPMENT PLAN			
Employee:		**Date:**	
Supervisor:		**Date:**	

ANNUAL PERFORMANCE APPRAISAL
FOR EHRA NON-FACULTY EMPLOYEES

UNC
HUMAN RESOURCES
Workforce Strategy, Equity, and Engagement Division

Name:		Employee ID#:	
Title:		Review Period:	

Carolina's overarching strategic framework, "The Blueprint for Next" focuses on two core strategies – "Of the Public, for the Public" and "Innovation Made Fundamental" that combine Carolina's historic role in service to the state and its people with a fundamental quality essential to Carolina's future success: a willingness to continually reinvent itself. These core pillars align with and support the major priorities of the University of North Carolina system-wide strategic plan which include access, student success, affordability and efficiency, economic impact and community engagement and excellent and diverse institutions.

INDIVIDUAL GOALS	Evaluate 3 to 5 goals from July 1, 2018 to June 30, 2019 based on the principal functions of the position. These will be rated on the annual appraisal on a 3-point scale (Not Meeting, Meeting, or Exceeding Expectations).
GOAL #1 -- Title:	**Example: Conduct trainings on campus for stakeholders**
Description:	Present at least 7 trainings for all staff and faculty on new University policies. Serve as a resource for stakeholders by demonstrating subject matter expertise, develop a positive working relationship across campus.
GOAL #2 -- Title:	
Description:	
GOAL #3 -- Title:	
Description:	
GOAL #4 -- Title:	
Description:	
GOAL #5 -- Title:	
Description:	

#	INDIVIDUAL GOALS TITLE:	INDIVIDUAL GOALS RATING:
1		
2		
3		
4		
5		

UNC
HUMAN RESOURCES
Workforce Strategy, Equity, and Engagement Division

Name:		Employee ID#:	
Title:		Review Period:	

FINAL OVERALL RATING

Mark Appropriate Overall Rating:	
OR, review not completed because:	

DEVELOPMENT ACTIVITIES: List/describe professional development activities for the employee. For current, list activities for the 2018-2019 performance cycle. For future, list activities planned for the 2019-2020 cycle. Please indicate at least one (1) development activity.

Current:

Future:

SUPERVISOR COMMENTS ON EMPLOYEE'S PERFORMANCE (Required)

SIGNATURES FOR ANNUAL PERFORMANCE APPRAISAL

Next Level Manager:	Print:	Date:	
	Sign:		
Supervisor:	Print:	Date:	
	Sign:		
Date of Annual Performance Appraisal Review Session with Employee:			
Employee Acknowledgement: I understand my signature below indicates: that I have received this annual performance appraisal, that my signature does not necessarily imply my agreement with the ratings given or the comments included, and that if I choose, I may write a response to include with this appraisal document.		**(Check here if you are attaching comments.)**	
Employee:		Date:	