

Streamline Administrative Processes

Sponsor listed in parentheses

Initial Review to be Launched Immediately

1. **Alcohol policy** (Zuiches) – *Improve the approval process by appropriate delegation for approvals and clarified definition of university sponsored events and locations.*
2. **Document scanning** (Hoit) – *Select a single software application that will provide the foundation for university-wide document management: imaging, scanning, and storing documents to improve document processing and retrieval. May be applied to reimbursements, personnel actions, review of new degree programs, and other purposes.*
3. **EPA hiring** (Leffler) – *Make the website more user friendly; it requires a lot more time to navigate than the old paper process, and it's difficult to find needed information. Consider changing the requirement for a one-month advertising period. Link recruiting and hiring data entry systems. Reduce the number of approvals necessary and increase the number of online approvals.*
4. **Post award project management** (Leffler & Lomax) – *Offer administrative support and training for post award monitoring. Develop common-sense risk management process, rather than emphasizing risk avoidance and audits. Consider best practices deployed elsewhere (e.g., Mayo Clinic). Avoid requiring multiple, similar reports for different offices.*
5. **Processing graduate student actions** (Lomax) – *Simplify and speed up various processes, such as: changes in student status, requests to schedule exams, requirements for exceptions, requests for leave, and approval of theses and dissertations.*
6. **Telephones** (Leffler) – *Standardize cell phone plans. Consider replacing land lines with cell phones. Compensate faculty and staff for work-related usage.*
7. **Travel reimbursement** (Leffler) – *Simplify and speed up this cumbersome process. Simplify the online application and approval process. Prevent taxing of graduate students and rescind requirement that faculty travel must be approved by the dean.*

Additional Reviews Suggested

1. **Approval for certain allowable expenditures related to EEED sponsored projects** (Leffler)
2. **Approval of theses and dissertations** (Lomax) – *Improve speed of routing; consider alternative to cover pages.*
3. **Approving new course and curriculum proposals** (Arden) – *Increase efficiency and reduce approval time.*
4. **Assessment** (Woodward) – *Reduce time investment, improve value.*
5. **Brochures** (Kessler) – *Reallocate funding from professionally designed, glossy brochures to academic purposes.*
6. **Catering** (Leffler) – *Reduce costs, reconsider limitations in choice of vendors.*
7. **Compact planning** (Woodward) – *Reconsider its value, especially for small units; ensure faculty involvement.*
8. **Drug Free Workplace Act** (Woodward) – *Don't print these.*
9. **Financial transactions** (Leffler) – *Speed up JVs, update posted financial reports daily, provide sufficient training opportunities.*
10. **Gift processing** (Kessler) – *Centralize to save staff time, reduce storage and supply costs, and improve response time.*
11. **Grade changes** (Arden) -- *Make routing for approval more efficient; require fewer signatures.*
12. **Grant proposal preparation** (Lomax) – *Provide more help to faculty in preparing budgets and completing forms. Consider best practices at other universities (e.g., Penn State).*
13. **Hiring** (Leffler) – *Eliminate interim recruitment reports.*
14. **HR System** (Leffler) – *Avoid lock outs.*
15. **I-9's** (Leffler) – *Eliminate requirement for a new I-9 for returning NTT faculty.*

16. **OIS forms**, e.g., I-20 renewals, OPT/CPT approval (Arden) – Increase efficiency.
17. **Parking passes** (Leffler) – Allow guests to print their own.
18. **Physical Plant maintenance projects** (Leffler) – *Determine whether charges are fair. Allow units to hire non-university contractors. Review whether project staffing levels are appropriate.*
19. **Revisit summer school model** (Arden)
20. **RPT and SMEs** (Arden) – Reduce requirements, improve value.
21. **Software licensing** (Legal Affairs) – Speed up the process.
22. **Sole source contracts** (Leffler) – Simplify hiring process, increase length of appointments.
23. **Upper Level 3 accounts** (Leffler) – Make application for and use of these accounts more user friendly.