**Mike Transition List**

Your job: people/curriculum – people =

* 3 staff
* 5.6 continuing faculty members
* 25+ adjunct faculty members
* 150(ish) students

**Training and Access**

* “O” drive
* Banner (Leona Walker, Tina Pearson)
* HR
  + Certifying non-exempt schedule
  + Hourly employees (students) time keeping
  + Leave system for exempt employees
* Change NASPAA principle rep (Jan – done?)
* Admin access to approve ILCs (Deans area?)
* Blanket travel authority (Julie & Pam)
* Peopleadmin for adjunct hires (Faculty Hiring)
* Schedule Evergreen (Amy Betz?)
* MPA curriculum catalog (MPA office asst. job, but you should know how it works)

**Meetings**

* David McAvity, Associate Provost (academic budget, international, space)
* Michelle Bartlett (purchasing)
* Amy Betz (project manager in Dean’s area) & Amanda Mobbs (grad admissions)
* Financial Aid Director -Tracy Hall & Colby Morelli (graduate financial aid rep)
* Other graduate program Directors & Ads
* Registrar – Elaine & Lori
* Marketing, Communications & Web team
* Advancement – Amanda Walker and Abby Kelso
* Enrollment Services – Eric Pedersen

**General**

* Who does what?
* Budget – show how to access and save as Excel files
* FOSSI (Advisory Board)
* Newsletters/Self study/annual reports
* Enrollment Planning and Management
* Scheduling (ARGH!)
  + - History of Curriculum
    - History of Faculty load
* Faculty Handbook/Policies
* Student Handbook/Policies
* Faculty/Staff meetings
  + - Fall retreat
    - Faculty program governance (committees)
* Financial Aid
* Personnel (Staff)
* Hiring Adjuncts
* Problems/Conflict management/etc

**MPA Director Duties**

**Annual Monthly “Blow-by-Blow”**

**September**

* Orientation (2 if Tacoma)
* Staff/Faculty Retreat (usually 1, six hour day, including lunch, during the week before classes start) – begin planning in July. Goal: Set agenda for year, committee assignments, meeting schedule, good opportunity for a training, public service plans from faculty
* Generate contact list of faculty/staff for academic year (O drive)
* Set monthly meetings with staff; first meeting is recruitment plan/marketing
* Marketing/recruitment needs for year? Need new catalogs? Any other printed materials?
* For Adjunct Faculty – distribute email that lists everything for them
* Individual Contracts – students; approval process
* Accommodations? Additional student needs?

**October**

* Hiring needs for next academic year
* NASPAA conference
* Put together summer school – send out requests for class proposals, check with Dean to see how many classes you can schedule, ensure prereq (stats) is scheduled.
* Begin to put together curriculum for next academic year. Want to get sense of electives needing adjunct hires
* Check with all continuing faculty about individual work plans (should keep a 2-4 year rotation schedule)
* Check in with Winter adjuncts to see if they have everything they need (email addresses) and are ordering books

**November**

* Plan next academic year’s schedule; post job descriptions for electives needing adjuncts (do NOT follow MPA adjunct pool process)
* Finalize Winter schedule – hire any adjuncts, if needed. Build schedule on curriculum database, make sure call for course descriptions/syllabi are going out.
* Work with Curriculum Dean on Faculty FTE for next academic year
* Summer school – finalize schedule; work with Summer School staff in Deans area
* Adjust Winter schedule on curriculum database, make sure call for course descriptions/syllabi are going out. (Office Asst.)

**December**

* Registration opens and Academic Fair (an AD or you attend AF, faculty do not)
* Continue to work on curriculum for next academic year
* Staff – time off over holidays? “Close” program offices?
* Individual Contracts – students; approval process
* Send adjuncts info on how to write evals (on O drive)

**January**

* Individual Contracts – students; approval process
* Accommodations? Other student needs?
* Next academic year’s schedule pretty well finalized
* Graduation – hooding ceremony venue, whose turn as MC/choose plenary speaker, etc
* Enrollment management for next academic year – size of cohort, etc
* Check in with Spring adjuncts to see if they have everything they need (email addresses) and are ordering books

**February**

* Next academic year’s schedule
* Next year’s budget
* Continue to work with Walter and Curriculum Deans on Faculty FTE for next academic year
* Admissions! Assistant Directors take lead on this process until it’s time to make a cohort
* Adjust Spring schedule on curriculum database, make sure call for course descriptions/syllabi are going out. (Office Asst.)

**March**

* Next academic year’s schedule
* Next year’s budget
* Admissions (in earnest)
* Registration opens and Academic Fair (an AD or you attend AF, faculty do not)
* Individual Contracts – students; approval process
* Send adjuncts info on how to write evals (on O drive)

**April**

* Individual Contracts – students; approval process
* Accommodations? Other student needs?
* Next academic year’s schedule should be finalized
* Fall schedule in curriculum database
* Annual student survey (Survey Monkey) – get up and running to be posted Week 8-9
* Financial aid/scholarships—Asst. Directors take lead

**May**

* Administer annual survey
* Schedule and hold tribal MPA meeting
* Next year’s Writing Assistant?
* Registration opens and Academic Fair (an AD or you attend AF, faculty do not)
* Send adjuncts info on how to write evals (on O drive)
* Adjust Summer schedule on curriculum database, make sure call for course descriptions/syllabi are going out. (Office Asst.)

**June**

* Annual performance reviews of staff (classified; non-classified at anniversary date)
* Complete annual survey for Institutional Research
* Complete annual survey for NASPAA
* Tally and analyze annual survey data for use in annual report
* Check in with Summer adjuncts to see if they have everything they need (email addresses) and are ordering books
* Graduation
* End of year budget stuff?
* Schedule Director Annual Evaluation with Dean
* Annual Public Service Reports from Faculty (based on the plans they submitted last October)

**July**

* MPA web pages review and update
* Student handbook updates?
* NASPAA conference scheduling
* Check in with Fall adjuncts to see if they have everything they need (email addresses) and have ordered books
* Work on pet projects
* Take some vacation

**August**

* Finalize Orientation(s) planning
* Finalize MPA annual retreat
* Produce Annual Report
* Send adjuncts info on how to write evals (on O drive)
* Adjust Fall schedule on curriculum database, make sure call for course descriptions/syllabi are going out. (Office Asst.)
* Work on pet projects
* Take some vacation