



UNIVERSITY  
*of* VIRGINIA

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CURRY SCHOOL OF EDUCATION

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# Curry Staff Planning Study Presentation to Curry Staff January 9, 2009

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## ***Curry's Staff***

- Curry's staff members are a critical part of the overall operation of the School.
- Collectively, Curry's staff represent hundreds of years of experience and institutional memory – an invaluable resource during this time of rapid change.
- Many Curry staff started when the work of a staff person was fundamentally different.
- Consequently, formal roles and responsibilities often differ from the work that people really do.
- Furthermore, learning new ways to do one's job is now critically important to success and job satisfaction.
- Curry staff members must be an integral part of the transformation that must occur for Curry to meet its goals.

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## ***“The State of the Curry School”***

- Curry is in the middle of a period of great opportunity: new leadership, greater recognition from the University, and a renewed focus on scholarship that will not only transform education, but that will bring new resources to the School.
- Of course, Curry is also faced with a massive budget cut.
- Fortunately, the additional resources we should receive will allow us to weather the budget cut without laying off any employees.
- However, the new focus on scholarship and the commitment that comes with accepting external addition funding will require us to make some changes:
  - New roles being created, meaning new opportunities for staff
  - Changes to many positions being required
  - Greater efficiency required and possible centralization of some functions/role

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## ***Other Important Changes***

- The introduction of the University Staff system and the implementation of Jobs@UVA will require a complete review and updating of all position descriptions for UVA staff.
- University HR will be replacing Employee Work Plans (EWP) with a state-of-the-art electronic performance management system by the beginning of the next performance cycle.
- Current and projected budget cuts will make it harder to fill staff vacancies:
  - The University will require justification for all positions to be filled
  - These justifications will require schools to analyze whether duties associated with open positions can be taken on by others
- Finally, the University is beginning to consider novel ways of improving work life while being more efficient (e.g., flex time, reduced work schedules, job sharing).

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# ***Purpose and Goals of Staff Planning Study***

- Review and update all position descriptions for all of Curry's classified and University staff positions in anticipation of changes to administrative processes related to Jobs@UVA and the University's new system for performance management.
- Create an inventory of unmet needs at the school, department, and/or program level.
- Create an inventory of individual staff members' skills, interests, and goals for career growth.
- Identify dedicated staff resource for supporting three associate/assistant deans, and, if appropriate, dedicated support for centralized functions and cross-departmental needs.
- Make recommendations aimed at improving the overall efficiency of the Curry School, the job satisfaction of Curry's staff, and the interactions of staff with faculty and with students.

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## ***Process and Timeline***

- Study will be led by Brenda Boyd and Clara Fortune.
- First step will be to meet with all staff (today's meeting) to discuss the study, the core values that will be used, and the process for conducting the study.
- Staff members will be asked to complete an on-line survey to evaluate their interests for career development and any concerns they have about their position (to be completed by Monday).
- Staff will be invited to meet with Brenda and Clara to discuss those needs and concerns (meetings through the end of January).
- Brenda and Clara will develop proposals for expanded/revised roles and responsibilities and will work with staff and chairs the Dean's Office to refine those proposals (February and March).
- Recommendations go into effect in April.

# ***Core Values to Guide Study***

- Respect for others: Staff members are helpful and patient with faculty, students, visitors, and each other and are committed to diversity and equity.
- Professionalism: Staff members see their work as a critical part of the mission of the Curry School and of the University, and will conduct that work and their interactions with others in a professional manner.
- Service: Staff members are committed to providing the highest quality service to all customers, both internal and external, and are known for service that is timely, courteous, informative, and consistent.
- Team orientation: Staff members act in Curry's best interests and put those interests above personal interests and the interests of a specific group within the Curry School.

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# ***Core Values to Guide Study***

- Responsibility: Staff members are willing to take responsibility and to hold themselves and others accountable.
- Commitment: Staff members will see all tasks through to completion, and can be counted on to “be there in the clutch.”
- Adaptability: Staff members are willing to tackle new challenges and welcome new opportunities and are always willing to learn.
- Stewardship: Staff members see as a primary responsibility of their roles the need to safeguard the University’s assets and are constantly looking for ways to streamline or improve work processes.
- Honesty: Staff members can be trusted in all matters.
- Caring: Staff members work actively to create a pleasant work environment for all, and do not allow petty differences to impede work or make others uncomfortable, and will instead work with others to resolve any differences which may arise.

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# ***Demonstration of Staff Survey***

[http://www.surveymonkey.com/s.aspx?sm=eUsipYnX9LUIZV78iaWGw\\_3d\\_3d](http://www.surveymonkey.com/s.aspx?sm=eUsipYnX9LUIZV78iaWGw_3d_3d)

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# ***Performance Management 2009***

- Redesigned evaluation process will cover both University and Classified Staff
- Five-point rating scale
- Demonstrated Core Values will factor into evaluation process
- Self-Evaluations will be required
- Supervisor and employee will agree on goals for job enrichment
- Review process will be on-going throughout the evaluation period
- Performance planning and evaluation tool
- Career development tool
- Manager/Supervisor training commencing January 2009

## ***Closing Comments/Thoughts***

- Despite the ominous economy, this really is an exciting time for Curry staff!
- Because of our increased focus on research, we will be able to cut our budget without laying off employees, and will probably even add a significant number of new staff positions.
- The Staff Planning Study provides you an opportunity to address areas where your formal job description does not match what you actually do.
- The Study will also give you an opportunity to take on new or different responsibilities within Curry, either in your current role, or in an entirely different role.
- The worst possible outcome that you can expect is that nothing changes from the way it is today, because that would mean that you have missed out on all of the opportunities that are now available!

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