Developing an Electronic Dossier System for UCLA Faculty

Presentation to:
Information Technology Planning Board

December 10, 2010
Problems with Current System

• In most units on campus, faculty dossiers are compiled manually and often re-done from scratch year after year

• A single paper copy and publication box with hard copy of articles is shipped from place to place

• Review of paper copy typically must occur in chair’s office; cannot be reviewed on one’s own computer

• Data cannot be used for reporting or for generating campus statistics
Activities Up Until Now

• Conducted visits to the four UC campuses with electronic systems: Davis, Riverside, San Diego, San Francisco

• Established and received recommendations from joint “Committee on Developing Electronic Dossier and Review Systems at UCLA”
  
  Conclusion: “…the campus should begin the process of developing an electronic dossier system immediately” [including] “both an electronic dossier and review system”

• Conducted interviews with key administrators, faculty, and staff

• Presentations and endorsements from EVC-Provost, CAP, Deans, and Restructuring Steering Committee

• Recommendation by CITI for 9-month planning grant, with expectation that this will lead to the implementation phase
Conclusions from Other Campus Systems

• Systems need to be tailored to each campus’ needs

• No existing system (inside UC or outside product) met the needs of any campus; each tailored it to their personnel and IT system

• Fully interactive systems (e.g., not unsearchable pdf’s) is essential

• Faculty input and buy-in is essential

• Implementation time has varied from 2-8 years, total cost approximates $1.5 - $2 million
Proposed System

• Electronic generation of dossiers
• Ability for faculty to generate other CVs (e.g., NIH grants)
• Hot links for faculty publications
• Preparation of reviews (deans, chairs, outside letters) on line
• Ability for all reviewing agencies to conduct electronic review on own computers
• Ability for campus and faculty to track accomplishments for fundraising/grants
• Potential to have all recruitment activities done on line
Proposed Timeline Estimate

- **Planning**: Feb – Oct ‘11
- **Development**: Nov ‘11 – Aug ‘12
- **Pilots and Demonstrations**: Sept ‘12 – June ‘13
- **Implementation and Improvement**: July ‘13 – June ‘14
Proposed Planning Team

The Design Committee Provides Overall Governance.

Design Committee
Provide high-level design requirements and performance expectations

• Senate Leadership
• Deans
• Chairs
• Other Key Constituents

The Full-Time Project Leader Manages the Overall Project and Makes Day-to-Day Decisions.

Overall Project Leader (Full-Time)
• Overall project planning
• Project communication
• Project coordination
• Planning and budgeting

Functional Lead (Full-Time)
• User requirements definition and validation
• User interface

Technical Lead (Full-Time)
• Technical requirements definition
• Technical architecture

Cross-Functional Planning Committee
Participate in user design and review sessions (committee meeting participation only)

The Cross-Functional Planning Committee Provides Support and Periodic Validation