March 26, 2018

MEMORANDUM

TO: Academic Dean, Department Heads/Chairs and Program Directors

RE: Timeline and Activity Reports Standardization

UNCG’s implementation of Activity Insight for faculty activity tracking and reviews is underway. We are proceeding with a pilot this year to be followed by wider faculty adoption in 2019-2020. Our success depends upon engagement from every department to meet these major milestones:

Tenured/Tenure-track Faculty

- 4/30/18: schools/colleges (or dept clusters) develop and submit standardized activity reports
- 6/13/18-8/13/18: pilot for faculty data entry, standard reports (e.g., CV, Activity)
- 8/14/18-5/15/19: pilot for faculty review workflow (parallel w/ existing processes)
- 9/10/18: system available for faculty activity data entry, standard reports
- 3/15/19: faculty fully transitioned to Activity Insight for 19-20 reviews

Non-tenure-track Faculty (permanent and temporary)

- Spr 19 (TBD): testing for data entry, standard reports, faculty review workflow
- Spr 19 (TBD): available for Bryan accreditation faculty activity data entry, reports
- Fall 19 (TBD): system available for faculty activity data entry, standard reports
- 3/16/20: faculty fully transitioned to Activity Insight for 20-21 reviews

To prepare for the pilot, colleges/schools, should standardize across departments within the unit to the extent possible the content of faculty annual activity and workload/work assignment reports. These serve as templates for faculty information entry screens and reports in Activity
Insight. Reducing variation within areas will greatly streamline our implementation. I request you engage your faculty to develop, or affirm your existing, standard annual activity report no later than 4/30/18. For colleges/schools without standardized reports, Deans should attempt to assign departments to a small number of clusters to develop standard reports within those clusters. Our Project Manager, Gloria Thornton, has collected report information from your college/school or departments, and can provide this to you, if needed, to inform your process.

Activities in scope for the initial pilot are activity tracking, annual reviews, reappointment reviews, promotion & tenure reviews, promotion reviews, and post-tenure reviews. You will receive more information from me about the pilot next week. In 19-20, all such reviews for tenured/tenure-track faculty will occur using Activity Insight. In 20-21, the system will be expanded to include activity tracking and reviews for non-tenure-track faculty. Over the next few months, Senior Vice Provost Alan Boyette and I will work with the deans to ensure appropriate policy, processes and forms are in place for review of the various types of benefits-earning non-tenure-track faculty.

Activity Insight promises substantial benefits by helping us streamline processes and improve data as we move faculty activity tracking and reviews into an enterprise system. Successful implementation will eliminate highly manual processes reliant on tools that are not automated and/or designed to accommodate those processes. It will help us avoid redundant data entry into multiple systems with data maintenance and synchronization challenges, and, instead, use data feeds from existing systems (e.g., Banner) as we build a consolidated, reliable repository for faculty credential, activity, and review information. Transition will be facilitated by data imports from existing systems (e.g., Sedona).

To learn more about the product and its benefits, see:

- Capture Activity Once, Use Indefinitely [video] [https://insight.digitalmeasures.com/capture-once-use-infinitely](https://insight.digitalmeasures.com/capture-once-use-infinitely)

Thank you for your support of this important project. Please direct questions to Gloria Thornton at Gloria_Thornton@uncg.edu or 334-5373.