Faculty Office Unit Recommendations

In support of the Faculty's efforts to develop a Strategy for Excellence, Equity & Enrichment in Service

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Key Learnings – COMMUNICATIONS & MARKETING

- Shared and/or enhanced MarCom support for departments would be particularly appreciated with respect to managing social media and websites (guidance on strategy, implementation, maintenance etc).

- Navigating the balance of "department voice" and staying true to the Queen's/FAS brand is a common challenge. Guidance/support would be appreciated in this area.

- Related to the above, departments would appreciate increased access to strategic planning guidance/expertise.

- Easily accessible Faculty-wide marketing templates/graphics/visual identity standards could help streamline content creation and ensure consistency across departments

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Key Learnings – STUDENT SUPPORT

- Student support should be: friendly, student-centric, personalized, timely, patient, proactive, and empowering
- More consistency is needed between depts, both in terms of information sharing and approach to handling certain elements of student support (eg: Academid Integrity or Accommodations)
- Central services are a key to ensuring consistency and equity across the board.
- Shared approaches to support could be particularly helpful with respect to Academic Integrity, Student Accommodations/Considerations and Experiential Learning
- Departments are best equipped (and best positioned) to handle course/program-specific information (eg: course registration, plan advising)
- Additional training for staff and instructors in certain areas (eg: accommodations, academic advising) could help to enhance the student experience and increase staff capacity

Faculty Office Recommendations:
TOP TWO BY UNIT

Faculty Office Unit	Recommendation/Priority	Start Date	End Date	*Anticipated Benefits for Depts*
Finance	Replace vacant Research Grants Coordinator position; incumbent to work with Associate Dean, Research to identify smaller academi departments in.7 ((if)-0. 4)-0.19 (n)4.3 (t)22.	proac ro. . b6ta	1 7 t 3 0 836.7h (.)- (k)26-0.6 ()-5y	

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Faculty Office Unit	Recommendation/Priority	Start Date	End Date	*Anticipated Benefits for Depts*
Advancement	Work with Dean Crow and other representatives to share FAS fundraising priorities with depts to ensure clarity/understanding (Faculty priorities vs. departmental).	TBD	TBD	- Increased alignment and therefore increased opportunities for departments to benefit from central Advancement support. - Increased consistency of informati across FAS units.
	Identify and			

Faculty Office Recommendations: POSITION SYNERGIES

A Note About Position Synergies

In addition to the unit-specific recommendations outlined above, Faculty Office units* are considering opportunities to streamline operations and increase organizational and position synergies between units

Key, Upcoming Department Touchpoints

The following page includes a summary of key, upcoming touchpoints with departments

Please note that this is not an exhaustive list; as outlined in the previous pages, most Faculty Office unit recommendations/priorities will be implemented within the next fiscal year, and departments will be notified when additional process changes and/or supports are made available

For example, the FAS Human Resources Team plans to work with central IT and HR to streamline onboarding and provisioning for staff and faculty (eg: simplifying and speeding up the process of granting NET ID, email, onQ, MYHR, and VPN access, etc). Ideally, these changes will be implemented by June 30, 2023, with earlier systems access for Term Adjuncts (up to 30+ days before start date) in place even sooner