

Proposal for Effective Staff Transitioning

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Ashley Andersen

The Structural Issue:

There is a great deal of codependency when it comes to interdepartmental processes, but there is little training provided to promote effective communication and improved efficiency between departments

Two Key Components to Almost Any Job at [University]

System Access

- The idea of Office Automation, or leaving much administrative duty to technology, has become increasingly popular.
- [University] has adopted many processes that represent Office Automation, but they often use different platforms.
- Because of this, transitioning employees may struggle to acquire their respective system accesses.

Interdepartmental Communication

- [University] is still a relatively small school in comparison to many others, and add the fact the fact that it is only a 59-year-old institution.
- That being said, the structure is still going through an era of trial and error
- At current, many of the processes that a department is responsible for, involve other departments and their representatives

Preparation for Implementation of a *Transition Office*

Individual

- Each employee will be responsible for creating a document containing all accesses they require for their position along with a detailed account of processes they oversee that involve interdepartmental communication.

Departmental

- Direct supervisors will be responsible for reviewing their employee's documents and ensuring all information contained is correct and up-to-date
- The documents will then be submitted all at once by the department representative.

University HR

- After receipt of all documents from departments, lists of accesses and assigned contacts appropriate to complete interdepartmental processes.
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TIMELINE



