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Employee Data Recommendation

USM Faculty Senate

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Recommendation to Russ Willis regarding management of University employee data

Accurate and current employee data are a necessity for colleges, departments, programs, committees, grant-seekers and others to conduct regular business and carry out employment duties.

Because of errors and inconsistencies between data received from Institutional Research and Human Resources over the past several years, the Faculty Senate recommends that the University create a standardized list of all faculty and staff employed by the University. Additionally the Faculty Senate recommends that the University institute a uniform process for submitting changes to employee status, including change of address, rank, department, college, retirement and resignation that will result in these changes being submitted at a central point and dispersed to all applicable offices.

The faculty senate further recommends that this process be closely monitored by Executive Cabinet to ensure that the process is implemented and that all relevant bodies be made aware of the procedures by which this process shall be accomplished.