**Unit Head Dashboard – 50 Ways to Leave Your Unit in Good Shape**

**College of Liberal Arts and Sciences**

**Established Fall 2013, updated Summer 2018**

In managing a unit, it is important that the Unit Head have appropriate and accurate information and documents readily available. The list below describes a “Unit Head Dashboard” containing items that Unit Heads should find useful. These items will be particularly important during the transition period to a new unit head. The College of Liberal Arts and Sciences recommends that Unit Heads work with their Office Coordinator to have the following items, inasmuch as they are applicable and useful to your unit, identified, updated, and/or collected by the middle of September each year.

**Budget**

1. List of budget documents including annual budget proposals, budget notifications and year-end equipment requests (if applicable) for the past five years, FOAPs associated with the unit along with notes about purpose of each and source of funds and indirect cost recovery accounts (if applicable)
2. List of faculty/staff in the unit with Banner signature authority and/or viewing access with notes about purpose for access
3. List of all Pcards in the unit by person along with purpose for each, as well as documentation of all Pcard audit results for the last two years
4. List of active grants/contracts in the unit including start and end dates, grant-funded course releases and summer salary commitments by faculty, grant-funded equipment inventory for all equipment in use with a purchase price of $5000 or more (request from Accounting Office) and disposal records for grant equipment decommissioned in the past five years
5. Computer inventory with proposed replacement schedule and procedure for emergency replacements
6. Equipment inventory (other than computers) for the unit as defined by the university (> $5000). This inventory should include purchase date and price (if not using the CSI Management System run by Aaron Perry).

**Faculty Hiring, Salaries and Evaluation**

1. Annual performance evaluations going back five years, including all written justifications for untenured tenure-track faculty and associate professors (as described in the *Faculty Handbook*)
2. FAPs, FARs, and LIFT evaluations for all assistant and associate professors in the unit going back 6 years
3. Date of next personnel action for untenured faculty, and the corresponding Unit Recommendation Reports from previous contract renewal, if applicable
4. Date of eligibility for promotion to full professor for all associate professors
5. Sabbatical eligibility years for all tenure-track faculty members (including whether faculty have submitted a final report on their previous sabbatical)
6. Feedback from the FDC and/or USRC on sabbatical proposals submitted by the unit going back seven years (starting in 2017)
7. Faculty Quality Assurance Forms, transcripts, and curriculum vitae for all faculty
8. Affiliate, visiting, and part-time faculty: year they started at GVSU, and salary or stipend rate

**Staff**

1. Updated job descriptions for all AP staff in the unit
2. AP salary rankings going back eight years, including all written evaluations
3. List of professional development activities of staff for the previous and current calendar year
4. Updated Flexible Work Arrangement (FWA) forms for all PSS in the unit, as necessary
5. Division of responsibilities for PSS in the office
6. Language from the PSS contract relative to tuition reduction programs, use of salary continuation, and overtime pay (current contract runs from 10/1/2017-9/30/2020)

**Curriculum**

1. Syllabi of record (available on Blackboard site monitored by the Registrar)
2. Status of curriculum proposals in Sail

**Department Management and Leadership**

1. Job descriptions for section or course coordinators, assistant chairs, and any other faculty member in the unit who has a special assignment (e.g. strategic planning, assessment, etc.)
2. Recent history of workload credits, special schedule arrangements, and course releases, along with any joint appointment documents
3. Unit, College, or University committee assignments for the past five years, and length of remaining current terms in any role, including Unit Head, inclusion advocates, library liaisons, and web administrators
4. Record of recent position requests and justifications
5. Updated Unit Emergency Plan and copies of [Red Folder](https://www.gvsu.edu/cms4/asset/8BE68CB1-B1E8-CE01-5CD0C1D211317763/emergencyfolder_16-17_.pdf) and [Calling 911](https://www.gvsu.edu/emergency/calling-911-25.htm) documents
6. Protocol in the event of the death of a colleague [most updated version of document available on the CLAS website]
7. List of graduate faculty and eligibility
8. Phone contact and home address list of faculty, staff, affiliates, visitors, and part-time faculty
9. Emergency contact information for faculty, staff, affiliates, visitors, and part-time faculty
10. Social media in the department – what sites does the unit use, who has administrative access, who maintains the website and other social media presence? Do these individuals have accessibility training?
11. List of incomplete grades outstanding
12. Updated document that outlines scheduling policies and practices
13. Advisor/advisee assignments, with plan for those on sabbatical or leave
14. Updates on endowed scholarships supported by the unit
15. Volunteer forms and photo release forms, with dates of last revision, if applicable
16. Policies related to [risk management](https://www.gvsu.edu/riskmanagement/programs-involving-minors-42.htm) and/or [for minors on campus](https://www.gvsu.edu/riskmanagement/programs-involving-minors-42.htm), if applicable
17. Procedures for working with Development, Office of Sponsored Programs, and University Communications (specifically how to determine who to work with)

**Unit Handbook Documents\***

1. Personnel standards document for the Unit
2. Strategic Plan and all progress reports for current plan [Available on GVPlan]
3. Unit Assessment Plan and updates on assessment reporting [Available on GVAssess]
4. Advising Assessment Plan
5. Human Subjects Research Policy for units with dedicated internal policies
6. Mentoring Plan
7. Unit Head Selection and Evaluation Procedures
8. Official Unit Policy for Faculty Canceling Class
9. CLAS Office Coverage Policy
10. History of faculty GVSU award nominees and recipients (and letters of nomination and support, if desired)
11. Department logo and letterhead (electronic), if applicable
12. Honor cord policy, if applicable
13. Plan for training and evaluating non-tenure-track faculty (e.g. Senior Affiliate Review Document, if available)
14. Other department policies and procedures (e.g. procedures and forms for peer classroom visits)
15. Most recent external review report and/or accreditation report

\*These items should be also available to all tenure-track faculty members, perhaps through a departmental L: Drive or Blackboard site. Units may have other internal documents that should be available to faculty.