MASON FACULTY ACTIVITY & COLLABORATION TOOLS (FACTs): INFRASTRUCTURE INVESTMENTS FOR FACULTY

Campus Kick-Off with Interfolio Partners
October 16, 2019

Kim Eby, Executive Sponsor & Chair, Mason FACTs Executive Leadership Team
Faculty Affairs and Development, Office of the Provost
WHY THIS INVESTMENT NOW?

Institutional Needs

• Technologies that simplify and streamline institutional processes:
  • Integration of faculty profiles on Mason websites
  • Facilitate the administrative process for unit and college reviews
  • Facilitate administrative compliance reporting for funders; federal and state agencies; and accreditation (institutional, college/school, and departmental/programmatic)

• A searchable, faculty verified database that can assist in accessing and leveraging data for strategic purposes:
  • Facilitating faculty collaboration and partnerships
  • Identifying faculty achievements & accomplishments
  • Sharing stories of faculty excellence
ABOUT INTERFOLIO

Interfolio is an enhanced "faculty-first" higher education technology that offers a digital and holistic platform for faculty information that supports faculty work.

“Faculty define the culture and intellectual climate of a campus. They drive research initiatives, grants, published works, and critical thinking. They are responsible for the success of current students and the influence of generations of alumni.” ~ from Interfolio website

Interfolio was selected through a competitive Request for Proposal (RFP) process.

Involved representatives and stakeholders:

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<tr>
<th>✔ Research Council</th>
<th>✔ Information Technology Services</th>
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<td>✔ Faculty &amp; Faculty Senate</td>
<td>✔ Communications and Marketing</td>
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<tr>
<td>✔ Office of the Provost</td>
<td>✔ HR/Payroll</td>
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Interfolio will provide support throughout the planning, implementation, and maintenance phases.
Interfolio has partnered with other R1 universities:

<table>
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<tr>
<th>Florida International University</th>
<th>University of Pennsylvania</th>
<th>Northwestern University</th>
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<tr>
<td>New York University</td>
<td>UCLA</td>
<td>Tulane University</td>
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Mason Faculty Activity and Collaboration Tools (Mason FACTs)

“Mason FACTs provides us with much needed tools to facilitate faculty transdisciplinary collaboration across campus. I am confident that our faculty will take full advantage of Mason FACTs not only to document their own accomplishments but also to reach out to potential collaborators for teaching, scholarship, and other creative work.”

~S. David Wu, PhD
Provost and Executive Vice President

Renewal, Promotion and Tenure (RPT)

Faculty-180
Renewal, Promotion and Tenure (RPT)

- Automates existing workflow processes for RPT within a unified online content management system
- Promotes RPT committee collaboration within one secure and configurable platform
- Increases our ability to align and streamline our processes for both candidates and reviewers at all levels

Faculty-180 (F-180)

- Collects, integrates, and consolidates data around faculty activities and accomplishments into a single faculty database
- Enhances our ability to:
  - Leverage faculty strengths across the institution
  - Facilitate faculty collaborations and partnerships
  - Tell the story of our faculty strengths to a variety of stakeholders
Faculty Advantages

✓ Paperless, secure and unified platform
✓ Single submission of electronic materials
✓ Due date reminders available

Program Advantages

✓ Efficient and consistent processing of multiple dossiers through multiple stages of review
✓ Status tracking
✓ Controlled review access
✓ Configurable templates
Faculty Advantages

✓ Promotes scholarly networking and collaboration
✓ Generates customizable CVs and bio-sketches
✓ Offers single-source, faculty-verified online academic portfolio
✓ Reduces the need to respond to multiple administrative requests

Program Advantages

✓ Promotes strategic and data-driven decisions
✓ Integrates with faculty profiles on Mason website
✓ Facilitates administrative reporting
✓ Reduces workload in managing programmatic accreditation (where applicable)
COLLABORATION & IMPLEMENTATION

• Implement both RPT and F-180 in an intentional, systematic, and supported process.

• Develop program management plans for both tools that engage all relevant members of the campus community in a deliberately phased process.

• Identify and support training needs across all stakeholders.

• Support integration of tools with Mason faculty profiles on School/College and LAU/departmental websites.

• Adoption of tools in time for Mason’s reaffirmation of accreditation by Commission on Colleges of the Southern Association of Colleges and Schools (SACS-COC).
CHANGE MANAGEMENT APPROACH

- Engaging the imagination
- Connecting to institutional values
- Scanning external environment

Vision

- Identifying stakeholders
- Building relationships
- Reveal shared & basic assumptions

Stakeholders

- Building structure
- Creating shared norms and values
- Cultivating cognitive complexity

Active Collaboration

- Reshaping initial vision
- Creating a shared strategy
- Revisiting stakeholders

Articulating Shared Vision
TIMELINE

2019
- **Spring 2019**
  - Procure Interfolio contract
  - Update academic leadership on project status
  - Identify Leadership and Implementation teams
- **Summer 2019**
  - Launch Leadership and Implementation teams
  - Project status update to key administrative stakeholders
  - Attend Interfolio Summit
- **Fall 2019**
  - Campus Kickoff Meeting & Demonstration (broadly inclusive of campus stakeholders)
  - Launch Mason FACTs website

2020
- **Spring 2020**
  - RPT Training Sessions
  - Launch RPT for Tenure-Line P&T (AY’20-’21 cycle)
  - Faculty-180 Training Sessions
  - Launch Faculty-180 for early adopters
- **Summer 2020**
  - Faculty-180 Data Import
  - Faculty-180 Profile verification
  - Ongoing training sessions
- **Fall 2020**
  - Ongoing training sessions
  - RPT Stakeholder Surveys (as needed)
  - Faculty-180 Stakeholder Surveys (as needed)
  - Continue adoption of Faculty-180

2021
- **Spring 2021**
  - Faculty-180 populated with all current faculty
  - Launch RPT for Tenure-Line Renewal (AY’21-’22 cycle)
  - Launch RPT for Term Faculty Promotion (AY’21-’22 cycle)
  - Transition from RPT and Faculty-180 implementation to maintenance
  - Create governance teams
- **Summer 2021**
  - Integrate and launch faculty website profiles
  - Ongoing training sessions
  - Readiness for SACS-COC
  - Submit SACS-COC Offsite report
## LEADERSHIP TEAMS

### Executive Team (Governance Decisions)
- Executive sponsor (Eby)
- Provost Academic Administration (Guilford)
- ITS (Spann)
- Communications & Marketing (Woodall)
- Academic Deans: CEHD (Ginsberg), CHHS (Louis), COS (Andalibi)
- Institutional Effectiveness & Planning (Durham)
- FA Program Manager (Herth)
- Faculty Senate Chair (Davis)

### RPT Implementation Team
- Executive sponsor (Eby)
- Provost Academic Administration (Ford)
- ITS for single sign-on set-up and APIs (Taylor)
- All School/College reps
- Faculty Senate rep
- FA Program Manager (Herth)

### Faculty-180 Leadership Team
- Executive sponsor (Eby)
- Institutional Effectiveness & Planning (Park)
- ITS (Taylor) for large data integration lift
- Provost Academic Administration (Ford)
- Director of Accreditation (Smith)
- All School/College reps
  - Faculty Senate rep
  - Research Council rep
- Office of Research (Hersch)
- HR/Payroll (Coray)
- FA Program Manager (Herth)
QUESTIONS & ANSWERS

Interfolio Representatives:
Max Swagler, Vice President, Customer Success
Lauren Wolk & Jonathan Bisset, Project Managers & Mason FACTs Team

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