Dear students,

As I shared last spring, our University, like many across the nation, is facing external constraints that challenge us to re-envision the way we operate. Such a challenge provides us the opportunity to reaffirm our priorities. Now more than ever, we need to replace ‘business as usual’ approaches with innovation and new ways of thinking that will help us improve our effectiveness and efficiency so we can reinvest in our academic, research and engagement programs of excellence.

To support these goals, we are conducting an information-gathering effort to refine our understanding of the distribution of work being done by staff across our University system. The project, called the Activity Analysis survey, will ask non-faculty staff to complete a survey regarding their work duties beginning Monday, February 19, 2018. The results will help us fully understand the depth and breadth of our organization. It will be very important that we hear from you, as a valued member of your campus, so we can use the data to find the right balance of work in our functions and units.

Records show your position is considered in-scope for this project. You will be hearing more about this Activity Analysis survey shortly. Required participants and their supervisors will receive resources to help complete the survey. I look forward to completing this with all of you.

Thank you for all you do for our University!

Sincerely,

Mun Y. Choi
President