FAS Values 2019-20 Implementation Plan

**Key Points:**
- Year one runs from October 1 to May 31.
- The FAS strategic plan is a multi-year project with a focus on continuous improvement.
- Every year FAS will set goals, implement, assess, and adjust.
- Responsibility for implementation is shared by FAS leadership and each unit.
- Each unit’s current operations related to each value may differ. This framework guides the portfolio towards a common approach.
- All units will work on all six values every year.

**Year One Implementation:**
The actions described below relate to year one only. In November, AVPs will provide a plan to FAS for how their areas will integrate this work.

Future actions will build upon the work FAS performs this year. FAS is committed to continuous improvement.

**All FAS Values**

*Year one actions:*
- **FAS Level**
  - Coordinate the current state assessment approach.
  - Identify training opportunities.
  - Provide guidance on and templates for metrics.

**Diversity**

*Goal:* By August 2019 develop a strategy for maximizing diversity and inclusivity in the FAS workforce and their daily operations that aligns with the university’s commitment to respecting all individuals and valuing each perspective and experience.

*Year one actions:*
- **FAS Level**
  - Identify and coordinate appropriate training.
  - Support HR in establishing recruitment policy and strategy.
- **Unit Level**
  - Review and understand unit’s workforce diversity data.
  - Identify opportunities for growing diversity.
  - Implement recruitment policy and strategy when released by HR.
**Innovation**

*Goal:* Continue cultivating a culture of innovation where the idea of improvement to satisfy the needs and expectations of the university is encouraged and implemented throughout the portfolio by 2020.

*Year one actions:*
- **FAS Level**
  - Create and manage FAS-wide Innovation Council that can serve as a think tank and resource for supporting innovation. They will help with:
    - Offering opportunities for employees to come together to discuss ideas, learn from each other and get input. (Innovation Forums)
    - Establishing a method to encourage idea generation. (Idea pipeline)
  - Track portfolio-wide innovative ideas for possible implementation.
- **Unit Level**
  - Leaders identify individuals for the Innovation Council.
  - Generate new ideas.
  - Implement innovative ideas when appropriate.

**Integrity**

*Goal:* By August 2020 solidify an environment that supports trust, transparency, accountability, and fairness to empower FAS employees to make choices with the highest integrity that align with the University’s mission.

*Year one actions:*
- **FAS Level**
  - Create tools to build awareness of the six attributes of integrity (trust, honesty, accountability, respect, transparency, and ethics).
  - Provide training on all attributes of integrity.
  - Work with leaders to establish expectations for ethical behavior.
- **Unit Level**
  - Utilize the Integrity Organizational Assessment.
  - Identify areas for growth.
- **Individual Level**
  - Utilize the Integrity Self-Assessment.
  - Identify areas for growth.
- **All members of FAS**
  - Participate in University-wide Honor Texas initiative
Service

Goal: Create a comprehensive service framework for the FAS portfolio by August 2020 that sets clear expectations to meet customer needs and support the overall University mission.

Year one actions:
- FAS Level
  - Determine measurement approach and provide a template for the portfolio.
  - Coordinate reporting of metrics.
  - Identify training resources for setting SLAs, KPIs, and metrics.
- Unit Level
  - Identify customers.
  - Understand the needs of the customers.
  - Identify and define services.
  - Learn how to set SLAs and KPIs
  - Create and commit to initial SLA and KPI goals.

Stewardship

Goal: Develop a systematic approach for the FAS portfolio by August 2020 to ensure university resources are supported, optimized and maintained in the most effective and efficient manner.

Year one actions:
- FAS Level
  - Determine the necessary details and structure for reporting on the current state of different resources.
  - Work on a data management plan.
  - Coordinate with AVPs to identify strategy for publicizing campus services.
  - Facilitate identification of and address duplicative work.
- Unit Level
  - Identify the current state of:
    - Human Resources
    - Physical and Environmental Resources
    - Financial Resources
    - Information Resources
  - Identify opportunities to improve resource utilization.
**Teamwork**

*Goal:* Assure an environment of teamwork is fostered at all levels throughout the FAS portfolio and the university by August 2020 to enhance services, systems, products, and processes.

**Year one actions:**
- **FAS Level**
  - Establish and manage communities of practice across the portfolio.
  - Create opportunities to bring employees together to foster community.
- **Unit Level**
  - Leaders bring teams together regularly to facilitate connections and trust, share resources, and openly brainstorm risks, issues, and solutions.
  - When decisions are being made, consistently utilize stakeholders input to ensure thoughtful decisions.

**Additional action items for year one:**
- FAS coordinates and manages work teams. Membership on all teams will be representative of our different units and employees.
  - **Advisory committee**
    - Support portfolio efforts
    - Serve as guides for units
    - Support overall assessment of how implementation is going
    - Provide input on future strategic activities as organization learns
  - **Management system development committee**
    - Guide individuals on how to set values-based goals, implement, and self-assess yearly
    - Determine how to add content to performance appraisal
  - **Awards committee**
    - Includes previous and new members
    - Group establishes:
      - Criteria for awards
      - Timeline