

Senate Recommendation to the Provost

Originating Body: Faculty Senate

Originator: José Juncosa

Date Submitted: 10/31/2022

Requested Effective Date: immediate

Recommendation:

The Faculty Senate urges our Administration to work with our staff to develop and institute opportunities for career advancement for our Administrative Assistants, especially those within academic departments, that allow them to remain at their current positions.

Date Approved by the Faculty Senate: 10/25/2022

Jennifer M. Martin

10/31/2022

President, Faculty Senate

Date

Action Taken by Provost

Date: 11/18/22

Recommendation Accepted

Recommendation Not Accepted

Recommendation returned to the Originating Body for further review (see below)

Disposition for Approved Recommendation:

President

VP Student Affairs

Faculty Senate President

VP Finance

Consortium Chair

School Deans

Webmaster

Graduate Council

Catalogue Editor

Provost Council

X AVP Human Resources

Karen Amato

11/18/22

Provost

Date

Provost's Comments: HR will be presenting a Professional Development Plan and Professional Development Committee Goals at an upcoming President's Advisory Committee Meeting. Some of the information shared at that meeting may speak to Faculty Senate's concerns regarding professional development and advancement of the hard-working administrative professionals that support our academic departments.

Following this, I recommend that Lisa Lepore (AVP Human Resources) or Christine Benoit (HR Specialist for Talent and Organizational Development) meet with Faculty Senate or one of its committees to discuss the changing landscape of administrative work, staffing needs and technology (including the implementation of Workday in July, 2023). I would be happy to be part of these conversations as well.

Once there is broader communication of factors impacting administrative assistant workload and responsibilities, I invite the Faculty Senate to review their recommendation and modify as they see fit.