

## *Summer Sessions Hiring*

### **Process:**

2014: To support the transition to CSS, on a one-time basis, CSS and Summer Sessions provided units with various levels of support as needed.

2015: CSS now does the majority of the process (see next slide).

### **Call:**

2014: Lengthy, policy-heavy memo to department staff.

2015: Streamlined memo, with FAQs. Distributed through HR partners, with FYI to CAOs.

### **Feedback:**

2014: The memo was too long, too policy-heavy and didn't clearly spell out the actions required.

*Distributed 4/15/14.*

2015: The announcement was too late in the semester; unclear action items.\*

*Distributed 3/25/15.*

## *Faculty Summer Salary*

### **Process:**

2014: No significant change. (Though, departments that joined CSS during that year likely experienced changes from their previous unit process).

2015: CSS now does the majority of the process (see next slide). CSS coordinated CAOs and RAs to assist faculty with paperwork.

### **Call:**

2014: Lengthy, policy-heavy email. Used various departmental listservs and contacts to distribute message.

2015: Brief email link to web instructions and contact information for support. Distributed directly to all eligible faculty (APO provided the list); with FYI to CAOs.

### **Feedback:**

2014: Major improvement from 2013, but unclear actions for faculty and distribution issues (non-eligible faculty received the message, eligible people did not receive it).

*Distributed 4/9/14.*

2015: Some faculty in some departments that were handling the process differently were sent information unnecessarily.\*

*Distributed 4/8/15.*

\*Process is still underway; full lessons learned will be gathered in late Summer

# CSS now does majority of work

