

UA Vitae Faculty Fellows Interim Report Executive Summary

UA Vitae Faculty Fellows: In Fall semester 2021, UA Vitae Faculty Fellows were charged with reviewing the current usage and impact of UA Vitae (UAV). Through the Zoom platform, they met with and interviewed key stakeholders on campus who were identified by the Office of the Vice Provost for Faculty Affairs as frequent and heavy users or administrators of UA Vitae. The stakeholders came from a diverse range of staff, faculty, and administrators across colleges. During these interviews, the UA Vitae Faculty Fellows gathered feedback and compiled a detailed report of UA Vitae's usage and impact ([see link to full report](#) on the website of the Vice Provost for Faculty Affairs). Based on the feedback, the UA Vitae Faculty Fellows identified the following recurring themes.

Overarching Themes from Interviews

UA Vitae usage varies widely across campus, from practically no usage to full usage for APR (Annuals Performance Review) and P&T (promotion and Tenure). Support for UAV also varies widely, with some units having dedicated staff and others providing very limited local support. Usage of UAV for APR reviews (by committees, heads, etc.) also varies widely.

- 1. Provide more resources and support – at university, college, and/or departmental levels – to optimize UA Vitae's usability and capability***
- 2. Provide more regular communication – from the university level – about the latest training resources for UA Vitae to optimize its usage***
- 3. Improve data import, export (reporting), and maintenance***
 - 3.1 Simplify data entry and import for faculty***
- 4. Provide more long-term access and accessibility to UA Vitae data with the capability to share in a real-time environment***
- 5. Reconsider limiting customization***
 - 5.1 Consider minimal or no customization at the report level***
 - 5.2 Consider more significant customization at the review level to eliminate silo effect***
- 6. Redesign system to minimize the time and number of clicks required for data entry***
- 7. Rename/streamline entry fields in UA Vitae software so that units can represent themselves more efficiently and accurately***
- 8. Require training and usage of UA Vitae across campus***
- 9. Merge the APR and RPT Processes: UA Vitae for the APR vs. RPT for Promotion & Tenure***
- 10. Other: comments not categorized under a common theme***

As a final step, the UA Vitae Faculty Fellows have created [the following questionnaire/survey for all UA Department Heads and Program Directors](#). We would like to gather information on how you as Head or Director utilize UA Vitae and also ask you to please respond individually as an administrator overseeing your faculty. We welcome your input on both strengths and weaknesses.