

	Title: Requests for Staff Support Procedure	Review Frequency: Two Years	Effective Date: 3/1/2021
	Document Category / Document Type: Procedure	Doc Control #	CON-201
		Revision #	1

1. Purpose/Objectives.
 - 1.1. The purpose of this document is to outline timelines and approval processes for requests for staff support for special projects including, but not limited to, grants, publications, strategic initiatives, events, and other activities that are in addition to a staff member's standard assigned duties. The goal of this document is to ensure special projects requiring staff support receive the appropriate attention needed for these initiatives to be successful while also supporting staff in meeting their standard assigned duties.

2. Scope.
 - 2.1. This policy applies to all College of Nursing Faculty, Staff, and Students.

3. Content.
 - 3.1. Individuals requesting support, data, and/or reports from staff that are in addition to the staff member's regularly assigned duties must request support with a minimum lead time of two business weeks prior to the date materials are needed, unless otherwise determined by University, Health Sciences, College of Nursing, governmental, or professional organization standard operating procedures or policies. The lead time must be the greater of the two lead times.
 - 3.2. Requests submitted with less than a two-business week lead time will be considered based on other priorities and current workload. Some requests may not be fulfilled or simplified data or limited support may be provided given what is available at the time of the request. Unless otherwise determined by the dean.
 - 3.3. Requests for staff support of special projects need to be made in writing to the individual and their direct supervisor and clearly state the purpose of the special project, specific data/report needs, and/or support needs. If a request is unclear, the supervisor and staff member will ask for clarifying information prior to confirming the staff member's availability to complete the request.
 - 3.4. The supervisor will consult with their staff member(s) to evaluate the request and determine reasonable accommodations for the request given staff standard duties and other already assigned special projects, if any, and determine a reasonable timeframe for completion in collaboration with the requestor.
Staff will not begin working on a special project prior to consulting with their direct supervisor and receiving approval.
 - 3.5. The supervisor and staff member will communicate with the requestor the ability to complete the request for support, data, and/or reports including agreed upon timelines for completion.
 - 3.6. Once approved, the requestor and staff member(s) will meet to discuss the specific details for the special project.
 - 3.7. Special project requests must not interfere with or delay the timely completion of a staff member's regularly assigned duties that are time-bound and otherwise determined by University, Health Sciences, College of Nursing, governmental, or professional organization standard operating procedures. Special project requests may be

prioritized based on input from the staff member's direct supervisor or College of Nursing leadership.

- 3.8. If a request is amended after it has been agreed to, the supervisor and staff member(s) may reevaluate the request and the ability to complete the request within the agreed upon timeframe. Additional time may be needed to complete amended requests. Amended requests may not be fulfilled or will be simplified based on the original request if insufficient time is given or the request/special project conflicts with the staff member's current workload.

4. Responsibilities.

RESPONSIBILITIES	
Position/Title/Group	Requirements/Expectations/Duties
College of Nursing Employees	Must abide by this policy.
Requestors	Must clearly define the purpose of the special project including data/report needs, and support needs.
Supervisors	Will consult with staff to determine ability to accommodate requests for support and, upon decision, will communicate approval status with requestor.
Staff	Must communicate time commitment on current projects and workload to their supervisor.

5. Records Applicability/Retention

- 5.1. Documentation related to this policy will be maintained in accordance with UNM Administrative Policies and Procedures, UAPPM Policy 6020, and applicable requirements of the New Mexico Public Records Act, N.M.S.A § 14-3-1 et. seq.

6. External Reference(s).

- 6.1. None

7. Internal Reference(s).

- 7.1. Administrative Policies and Procedures Manual - Policy 3305: Overtime: <https://policy.unm.edu/university-policies/3000/3305.html>
- 7.2. Administrative Policies and Procedures Manual - Policy 2580: Data Governance <https://policy.unm.edu/university-policies/2000/2580.html>
- 7.3. College of Nursing Policies: <https://hsc.unm.edu/nursing/about/resources/policies.html>
- 7.3.1. CON-210: Information Technology Technical Support Policy
- 7.3.2. CON-220: Conferences and Special Events Policy
- 7.3.3. CON-1108: Student Outreach and Community Service Activities
- 7.4. College of Nursing Organizational Chart (available on the College of Nursing shared network drive: O drive)

8. Definitions.

- 8.1. Special Projects include, but are not limited to, grant proposals, events, curricular revisions, data and/or report requests.
- 8.2. University, Health Sciences, College of Nursing, governmental, or professional organization standard operating procedures include, but are not limited to:
- AACN, NM Board of Nursing, ACME reports and surveys;
 - Catalog and curricular form processes;
 - Clinical Affairs licensing and certification processes;

- College of Nursing budget development/revisions;
- Course and program evaluations/surveys;
- Course schedule development processes;
- Human Resources processes;
- Information Technology security review processes;
- Instructional design processes;
- NursingCAS system development and admissions application reviews;
- Print and electronic collateral processes;
- Simulation and OSCE processes;
- State Legislative Finance reports;
- Other processes with defined timelines as detailed in University, Health Sciences, or College of Nursing policies.

9. Key Words.

9.1. Data; Reports; standard operating procedures, timeline

10. Attachments.

10.1. None.

11. Approval Authority.

APPROVAL and Information			
Item	Contact Information	Date	Approved/ Reviewed
Document Owner	<i>Jose Gonzalez, Executive Director of Finance and Administration, Chief of Staff</i>		
Contributor	Jeffery Dubinski-Neessen, Director of Strategic and Enrollment Services	01/13/2021	<i>Drafted, Reviewed</i>
Reviewer	Delana Mannion, Human Resources Administrator	1/15/2021	<i>Reviewed</i>
Reviewer	Marlena Bermel, Director of Alumni Relations	1/15/2021	<i>Reviewed</i>
Reviewer	Jodi Hennigan, Programmer Analyst III	1/19/21	<i>Reviewed</i>
Committee	College of Nursing Staff Leadership	1/29/2021	<i>Approved</i>
Committee	College of Nursing Leadership Team	02/15/2021	<i>Approved</i>
Official Approver	<i>Christine E. Kasper, Dean and Professor, College of Nursing</i>		
Official Signature			
	Document Origination Date	3/1/2021	
	Document Effective Date	3/1/2021	

12. Document History.

HISTORY LOG				
Date and Date Type:	New/Revision #	Title of Document:	Description of Change(s):	Approved By: Print Name/Title
Origination: 01/13/2021	New	Requests for Staff Support		Christine E. Kasper, Dean and Professor