

EDINBORO UNIVERSITY OF PENNSYLVANIA PROCEDURE

CONSULTANT VISITS TO EDINBORO UNIVERSITY OF PENNSYLVANIA

OBJECTIVE

The intent of this plan is to develop a means by which Edinboro University may maximize the benefits derived from the information and recommendations provided by the consultants who come to the University.

For purposes of this policy, a consultant is an individual who receives compensation or stipend from the University to review, advise, and/or assess programs, policies, procedures, etc., and from whom a formal, written report at the conclusion of her/his visit is normally expected. Consultants are brought to campus because of a particular need of the University and because of the expertise which they hold in their field. Through our contracts with consultants we are able to learn about the most current information and most current practices available in the field. In addition, consultants very importantly bring with them an external perspective that can be most helpful as the University determines the necessary steps to address the specific issue for which they have been hired to consult.

It is expected that the investment in consultants will yield meaningful information. It is also believed that consultant visitations provide an essential ingredient in human resource development. Based on the above assumptions, the following plan is provided in order to insure that consultant visits and reports are effectively and appropriately shared with the campus community and the State System of Higher Education. To the extent possible, preparatory planning prior to the consultant visit will occur in order to achieve a better understanding of the purpose of the consultant's visit.

PROCESS

The proposed dissemination plan for consultant work includes:

The placement of consultant activity as a continuing agenda item at the President's Executive Council meetings for the exchange of information among key senior administrators. It is through the President's Executive Council forum that senior administrators can request, prior to a visit, the opportunity to personally, or with selected others, meet with consultants.

The establishment and maintenance (by the clerical supervisor in the University Planning Institutional Research and Continuous Improvement [UPIRCI] Office) of an Intranet page dedicated to consultant activity. This web page could be accessed by Edinboro University of Pennsylvania employees through the use of a password protection program. A brief summary of the consultant's work, including (where possible or permitting) hot links to the consultant's e-mail, home page, credentials, etc., could also be incorporated into the site. The purpose of the site is to keep Edinboro University of Pennsylvania employees apprised of consultant activity while protecting the information from external access and use.

The placement of consultant activity as an "as-needed" agenda item at the President's Advisory Team meetings for the purpose of making recommendations and disseminating details, where applicable. (For example, some reports necessarily must remain confidential for management reasons. The President's Advisory Team will recommend a proper means of dissemination of these reports to include requests that reports not be disseminated.)

On occasion, consultant activities affect areas that have broad-reaching implications for the entire campus - for example, Middle States, NCATE, Mission Day, and so forth. In such situations, special *In-Touch* announcements or e-mail distributions summarizing the consultant's activity will be distributed. These announcements should also refer readers to the UPIRCI consultant web site for further details.

Edinboro University of Pennsylvania realizes the significant impact consultants can have on institutions of higher education, and it is for that reason that we have implemented this "best practice" so that Edinboro University of Pennsylvania employees can be apprised of such activities. It also reinforces an accountability measure so that the University can maximize the expenditure of funds while educating the members of our community. It will be the responsibility of UPIRCI staff (typically the Continuous Improvement Coordinator) to work with the vice president with responsibility to measure the extent to which consultant recommendations have been implemented.

Approved By Frank G. Pogue, President Effective Date 10/16/1998

Review Date As Required