

## PROJECT CHARTER WORKSHEET

Project Title: *(What we will call this project)*

Creation Date: *(When this charter was created)*

**Title: Retention of Faculty and Staff of Color**

**5/22/2013**

Problem Statement: *(why are we engaging in this project? What has precipitated the need for this project?)*

UW-Superior has lost a significant number of Faculty/Staff of Color over the past few years. This perception needs to be explored. Right now it is anecdotal. Data needs to be collected and analyzed/evaluated for actual numbers to find out how great a problem this is.

Description: *(what we are trying to accomplish, one or two sentences, usually starts with "This project will...")*

This project will examine current and past data to find the specifics of retention rates of faculty/staff of color at UW-S. Why did they leave? Why have those who remain, stayed? Differences between the reasons given by the fac/staff who left and the departmental/office personnel who are here now will be compared. Ways and strategies to increase retention will be planned and an implementation procedure established.

Goals: *(why are we doing this)*

- Increase faculty and staff of color retention. Retention of faculty and staff of color will positively impact the recruitment and retention of students of color and all students.
- Develop strategies to create a safe and welcoming environment for all faculty and staff of color.
- Coordinate specific strategic programming yet to be determined

Stretch Goals:

- UW-Superior will become a better university because of the increase of racial/cultural diversity within programs, departments, and offices.
- UW-Superior will become the institution of choice for faculty and staff of color.

Project Manager: Name: Renee Wachter

Sponsor: Name: Renee Wachter

Stakeholders: *(Who cares about this? Who is affected?)*

- Current Faculty/Staff of Color
- Students of Color, students
- Community members
- Campus Community
- Alumni of Color
- Potential students of color and faculty/staff of color and their families

Project Team Roles: *(Who will work on this and what is their role)*

- Project Manager/Team Leader: Call, coordinate and facilitate meetings.
- Members: Prioritize Goals
- Members: Develop objectives to accomplish goals.
- Members: Develop timeline
- Members: Assess programs

Additional Subject Matter Experts: *(who may have additional information pertinent to this project.)*

- Education Advisory Board
- Institutional Research
- Office of Multicultural Affairs

- Current Faculty/Staff of Color

Tools and Resources: *(What is available to the group to accomplish its work-money, people, etc. What will the group need to acquire to accomplish this work?)*

- Current faculty/staff of Color
- Past Faculty/Staff of Color
- HR
- Community of color at large
- Continuity

Deliverables: *(what the group is being asked to produce, nouns that name the things that will exist as a result of the project)*

- Faculty and staff of color who stay beyond three years
- A continuous plan being delivered through ongoing programming
- Ongoing survey of success from current Faculty/Staff of Color for assessment purposes.

Assumptions: *(Givens relative to process and outcomes)*

- Anecdotal evidence can be backed up by data.
- People are leaving because of deficits on our part (UW-Superior.)

Scope: *(what are the boundaries for the project? What is in scope? Out of scope?)*

- This project only focuses on retention of Faculty/Staff of Color
- This project doesn't focus on recruitment.

Measurable Results: *(How we will know we are successful with this project)*

- Increased retention of Faculty/Staff of Color. The numbers of Faculty/Staff of Color stay beyond three years. (Data from previous vacancies and their longevities need to be examined first.)

Timeline and Milestones: *(Deadlines for major accomplishments and completion of the project)*

- Examine Current Data -September and October 2013
- Gather Benchmark Data – Chancellor's office to work with HR – October 2013
- Assess Current State of Faculty and Staff – October and November 2013