MEMORANDUM

July 6, 2018

TO:       Deb Cran, Liz Eull, Bri Keeney, Emily Lawrence, Beth Nunnally, Joe Shultz, Jon Steadland, Lisa Warren

FROM:    Eric W. Kaler, President

RE:      Health Sciences Restructuring Workgroup Charge

Thank you for agreeing to serve on the Health Sciences Restructuring Staff Workgroup. The purpose of this workgroup is to support the health sciences restructuring outlined in my June 22, 2018, email to health sciences faculty and staff. In short, this staff workgroup should move quickly to assess the current health sciences environment and make recommendations to the Health Sciences Restructuring Executive Steering Committee for how to best implement the changes. The Health Sciences Restructuring Steering Committee includes Executive Vice President and Provost Karen Hanson, Vice President Jakub Tolar, Vice President Al Levine, Senior Vice President Brian Burnett, Dean Trevor Ames, and Chief of Staff Jon Steadland.

The four main areas of work under which structures and processes should be organized are:

- Academics (Leads: Deb Cran and Joe Shultz)
- Clinical Affairs (Leads: Emily Lawrence and Beth Nunnally)
- Research (Lead: Lisa Warren)
- Operations (Lead: Liz Eull)

For each of the main areas of work above, the lead designated should accomplish the following tasks:

1. Document the current mission, responsibilities, structure, staffing, and resources of the unit in consultation with current leaders of effected units, as needed.
2. Assess how the unit is currently supported
   a. Finance
   b. Human Resources
   c. Facilities/Emergency Response
   d. Information Technology/HIPAA
3. Send recommendations with a short rationale to steering committee on best configuration and cost-effective, quality support services for each unit. Recommendations should include a timeline for moving reporting lines and units and details for support services.
I expect the implementation of the health sciences restructuring to move forward in phases with the most straightforward changes to happen immediately (by the end of August 2018) and the more complex changes to be implemented by December 1, 2018.

With the appointment of Dr. Tolar as the Vice President for Clinical Affairs, pending approval from the Board of Regents at its July 11, 2018, meeting, all current AHC administrative lines should continue to report directly to Dr. Tolar until further notice.

EWK/bk

Enclosure

cc: Brianne Keeney, deputy chief of staff