

**Welcome to HR Partners!**  
**February 13, 2018**



# Agenda

- **Campus-Wide Title IX Training**
- **DARE**
- **Banner 9 Preview**
- **Performance Appraisal Update: Faculty and Staff**
- **Training Previews**
- **Announcements and Deadlines**
- **Spin the Wheel!**

# ***Title IX Training: Staff Requirements***

**H. Phuong Nguyen,  
Office for Institutional Equity**

# What is Title IX?

- Title IX of the Education Amendments of 1972 prohibits sex discrimination in educational programs and activities.

**No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.**

*Title IX of the Education Amendments of 1972*

- Sexual misconduct is a form of sex discrimination prohibited by Title IX and the University of Memphis. The University is committed to eliminating any and all acts of sexual misconduct and discrimination from its campus community.

# **The University's Obligation**



## **ROLES AND RESPONSIBILITIES**

# The University's Responsibility

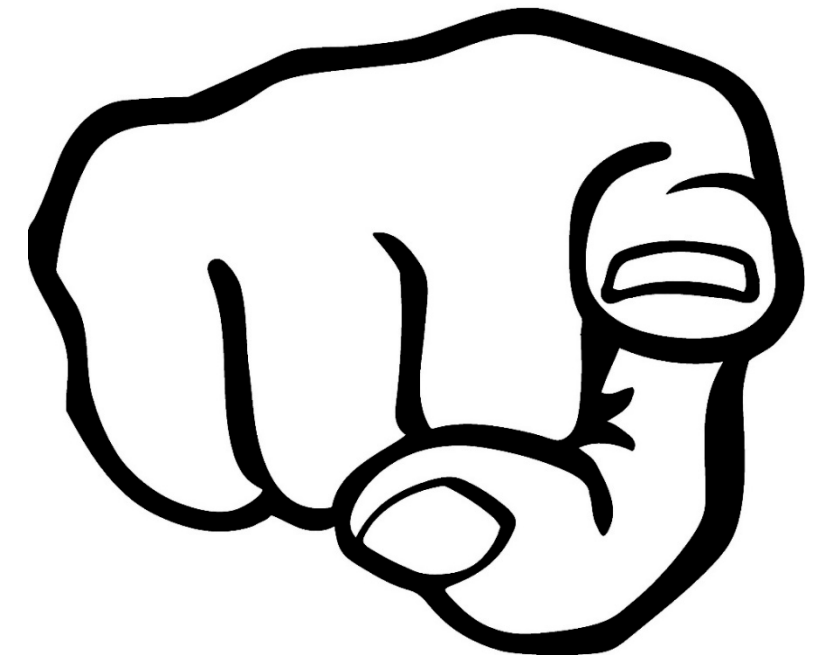
- *Responsibility of schools to prevent, as well as immediately & effectively respond to, acts of sexual violence.*
- **Provide annual “primary prevention and awareness programs” for new students and employees, as well as ongoing prevention and awareness campaigns.**
- *Adopt institutional policies to address and prevent campus sexual violence, such as to train pertinent institutional personnel.*

# What Is Required of the University?

- Once the University knows or reasonably should know of possible sexual misconduct that has a reasonable connection to the University, it must take immediate and appropriate action to respond or investigate.
- Reasonable connection to the University includes:
  - Any incidents that involve a Student, Staff, Faculty, or Third Party Vendor occurring
  - ON or OFF campus or during University sponsored trips/events.

# Who Is Required to Report?

- Your duty to report sexual misconduct or violence depends on your position within the University.
- Reporting duties fall into two categories:
  - Confidential Employee
  - Responsible Employee – referred to as Mandatory Reporters under UM 1786





# Title IX Everfi Online Training



## Office for Institutional Equity Title IX Training Notice

Dear University Faculty & Staff:

Consistent with University of Memphis' Title IX prevention, compliance and enforcement efforts to effectively address allegations of sexual misconduct, the University has partnered with EVERFI to provide online training to all University faculty and staff regarding Title IX, the University Sexual Misconduct and Domestic Violence Policy, and mandatory reporting requirements for employees.

The EVERFI–Title IX Haven Online Training Program is a two-part program that includes an interactive training module and follow-up survey. **All faculty and staff are expected to complete the Haven Title IX training program.** Conveniently, the training can be self-scheduled for completion. The training will ensure that all employees are informed of their rights, responsibilities and reporting obligations to prevent and address sexual misconduct, in addition to promoting a safe and inclusive work and learning environment for the entire University community. **Training completion will be tracked by University ID number.**

Detailed instructions for accessing and completing the required online training program are provided below.

**PLEASE READ THE FOLLOWING CAREFULLY TO FULFILL THIS TRAINING REQUIREMENT:**

- Inform Staff and Faculty of their rights, responsibilities and reporting obligations under Title IX
- Part 1: Approximately 1 Hour
- Part 2: Short 10-Minute Survey
- Part 1 DEADLINE: MARCH 2, 2018
- Part 2 DEADLINE: APRIL 20, 2018

# Special Notes

- Please disregard Step 3 from OIE's email notice, which prompted you to enter your UID #. Training progress and completion will be tracked by your name and university email. By registering for the training with your university email, OIE will have access to a record of progress/completion.
- Should you experience problems, technical support is available 24/7 and can be accessed from the "Help" link within the course or by visiting [support.everfi.com](https://support.everfi.com).

# UM1786

- [Sexual Misconduct and Domestic Violence Policy](#)
- [memphis.edu/oie](http://memphis.edu/oie)

# Office for Institutional Equity

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***DARE:***

***Developing Achievers through Retention and  
Empowerment***

**Kristil Davis,  
Workforce Management**

# **Career Development Program with a Focus on:**

- **Increasing job advancement and job readiness for employees**
- **Improving participants ability to compete for higher level positions**
- **Increasing number of qualified applicants for job vacancies**
- **Generating interest among those who are considering either returning to school or obtaining additional education**

# 8-Week Program Includes:

- **Personality and career interest surveys**
- **Resume and Cover Letter Writing Tips**
- **Dressing for Success**
- **Mock Interviews**
- **Leadership development skills**
- **Emerging trends in the workforce**
- **Mentorship**
- **Networking**
- **Guest Speakers**

# A Glimpse into the Program

<https://splice.gopro.com/v?id=VAYbvK>



# Recruitment

- Fall recruitment begins this summer!

## **D.A.R.E.** **TO BE DOERS!**

### ***Developing Achievers through Retention & Empowerment***

Human Resources is excited to invite you to participate in the 2018 Career Development Program, Developing Achievers through Retention & Empowerment (D.A.R.E.). This staff retention/recruitment focused program was originally made possible through a one-year Access and Diversity grant. As a result, we have seen numerous promotions and career transitions upon completion of the program. Due to its overwhelming success, Human Resources decided to make this effort ongoing for our employees.

The goal of this eight-week program is to assist you in expanding your skills as you seek to increase your opportunities for career mobility. Classes will consist of 60-minute sessions every two weeks offering assistance in reviewing your resume, developing your skills, honing your interview techniques and getting feedback from experts in the field of job placement, career growth and development.

If you are interested, please visit the link below to apply.

***Program begins February 1, 2018***

***Register by January 5, 2018***

***Please register today!***

***<http://tinyurl.com/memphisdare2018>***

# ***Banner 9 Upgrade***

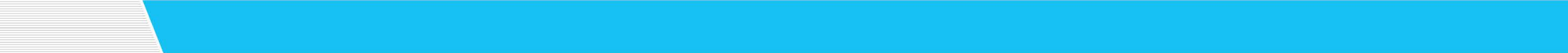
**Danny Linton**

**Assistant Director, Human Resources**

# Banner 9 Upgrade

- A major upgrade to Banner is in the works! The new version is expected to go live end of September 2018. Reliance on a Java installation on your computer will be gone.
- Banner Admin Pages will fully replace Banner INB. These pages will have the same form names, fields, etc. but will have a modern and intuitive look and feel.
- Banner Self Service Pages will replace many (but not necessarily all) components of Banner SSB. These pages will have a new easy-to-use interface with new features that are not available now.
- Testing and training teams in each major area such as Student, HR, Accounts Receivable, etc. are forming.

# Banner 9 Upgrade



**SNEAK PEEK**

***Performance Appraisal Update:  
Faculty & Staff***

**Danny Linton & Tracy Horton  
Assistant Directors, Human Resources**

# Performance Appraisal Update: Faculty

- Faculty appraisal in WorkforUM
- Scoring issue fixed
- Basic workflow:  
Faculty member -> Chair -> Faculty member -> Dean
- Evaluation of chair:  
Dean -> Chair
- Training available through March; see Learning Curve

# Performance Appraisal Update: Staff

- Regular annual appraisals, which would normally have cycle end dates of February 28 for non-exempt and March 31 for exempt employees, are now to end APRIL 30, 2018 for all staff employees, regardless of classification.
- Performance appraisal training dates have been added to Learning Curve. Please note that the training is about more than how to use the online tool—it's about how to plan, evaluate, coach, mentor, and develop measurable goals for the next year.

# Performance Appraisal Update: Staff

- A Performance Appraisal is a useful and important method for providing employees needed feedback on their productivity, customer service and other important skills. For this reason, we are anticipating 100% response for all staff employees.
- As the University considers a Pay for Performance process, a performance appraisal serves as the basis for the evaluation and establishes eligibility for potential increases. Make sure to get yours turned in this year.



# *Training Preview*

**Danny Linton**

**Assistant Director, Human Resources**

# Training Preview

- **Organization & Employee Development (OED) is developing an advisory team to review & expand administrative training**
- **Look for “Level II” trainings for Accounting Basics & Budget Basics**
- **Debuting in 2018: Banner HR & Banner Student**
- **Return of Manager’s Toolkit training**
- **Expanded soft skills training**

# Training Preview

- **Wordplay: Sharpening Your Communication Skills**
  - Interpersonal
  - Small-group
  - Non-verbal
  - Dialect/Regional: [Sample Test](#)

# ***Announcements & Deadlines***

# Announcements & Deadlines

- New HR Employees
- New HR Partners

# Announcements & Deadlines

- **Current Job Openings**

# Professional Development Opportunity

- OED is sponsoring a lunch-and-learn webinar for HR Partners only this Thursday
- “Culture Coaching: The Power to Transform Leaders and Institutional Climate”
- Presented by Georgia Institute of Technology
- 12 – 1 p.m. in AD 177B
- Sign Up in Learning Curve
- Seating is limited

# Professional Development Opportunity

“Culture eats strategy for lunch,” warned management consultant, educator and author Peter Drucker. Creating a culture of inclusive excellence requires the proactive, intentional and focused efforts of leaders. Learn how Georgia Tech’s proactive coaching practice is creating the space for executive, senior and emerging leaders to grow and model inclusive leadership. Working with certified professional coaches, campus administrators self-reflect and generate insights related to identity, unconscious biases and blind spots; emotional and social intelligence; and techniques associated with Daring Greatly™ and Rising Strong™ curricula based on the research of Brené Brown. Through this transformative practice, leaders are improving their personal power and influence.

## Presenter



### **Pearl Alexander**

Executive Director for Diversity,  
Inclusion and Engagement

**Georgia Institute of Technology**



# Announcements & Deadlines

- **HR On the Road**
- **All employees should plan to attend a session**
- **Upcoming Sessions:**
  - **February 16: Downtown Law School (9 a.m. – 12 p.m.)**
  - **March 22: 304 University Center (9 a.m. – 12 p.m.)**
  - **April 25: 363 University Center (1 – 4 p.m.)**
  - **May 17: Psychology Auditorium (1 – 4 p.m.)**
  - **June 13: 1610 Community Health Building (1 – 4 p.m.)**

# Announcements & Deadlines

- **Pre-Retirement Seminar**
- **Scheduled for April 30, 2018**
- **Plan to invite those employees who are near retirement**
- **Quarterly retirement info sessions will continue throughout the year**

# Announcements & Deadlines

- Learning Curve Upgrade
- Process Improvement Team scheduled to begin meeting Spring 2018

# Announcements & Deadlines

- Career Milestone Awards held 2/9/2018
- Download your photos at <https://uofmemphis.smugmug.com/UofMGallery/HR-Career-Milestone-Award-Ceremony-20180209/>

# Announcements & Deadlines

- **MPLOY 2018**
  - Applications still being accepted by the City of Memphis for youth ages 14-21
  - HR will begin recruiting supervisors in March for the summer program
  - Sessions run for six weeks through June and July
  - Youth are paid by the City of Memphis and considered UofM volunteers

# Announcements & Deadlines

- **Customer Service Training**  
**February 13, 10:30am - 12pm**  
**AD177B**  
  
**March 13, 10:30am - 12pm**  
**AD177B**

# Announcements & Deadlines

- **Banner Navigation**  
**February 27, 2018**  
**10 a.m. AD178**
- **WorkforUM Training**  
**April 25, 2018**  
**1:30 p.m. AD178**

**Thank you for attending!**  
**[memphis.edu/hrpartners](https://memphis.edu/hrpartners)**

