Operational Statement

PHASE 1: Please complete this form prior to the end of Fall 2021 semester. This form assists the Academic Affairs Office in documenting operational structures and procedures for instructional and non-instructional units that report to the Provost’s office.

The Operation Statement takes 25 to 35 minutes to complete, depending on how many employees/members are part of your unit and how many cost centers belong to the unit. Printing and reviewing the questions prior to completing the online form will save time. A printable copy of the questions can be found in the sidebar.

This survey uses the word "Unit" to refer to the entity on which you are reporting. There are the different types of entities that may be considered a "Unit". Here are some examples:

**Academic Department** (English, Business Administration, Psychology)
**Academic Program** (Honors, Leadership)
**Office** (Dean's, Records, Grad Studies)
**Center** (Extended Learning, Teaching & Learning, Professional Development)
**Committee** (Dept Chairs, Policy, PDP/PDR Review, Content Coordinators)
**Council** (Provost's, Dean's)

Once completed, a copy of the report will be emailed to the person that completes the form, the Unit Leader, and the Supervisor to which the Unit reports. The report can be shared with new members of your unit as a quick orientation to unit operations.

PHASE 2: Units will be asked to document their unit-level goals on a submission form similar to this one by the end of Spring 2022 semester. Contact Sabrina.Wille@bemidjistate.edu if you have questions about this tool or need a copy of your report.
For Minor Updates Only...

Checking this box notifies the Academic Affairs Office that you want to make a minor "update" to your previously submitted Operational Statement. A staff person will overwrite your previously submitted data for that field with the new data. This allows you to save time by only answering the select questions you wish to change. You must still answer the first 4 questions identifying the date, name & email of form updater, and name of the unit you are updating.

☐ Check this box if you are submitting only a minor update/change to your previously submitted complete Operational Statement

Date (Required)

An operational statement may be updated at any time. Choose today's date to record the latest update.

YYYY.MM.DD

Name/Title of the person completing this form (Required)

List your own name and title.

Completer Last Name Completer First Name Completer Title

Email address of person completing this form (Required)

You must use your first.last@bemidjistate.edu email address. A copy of this report will be emailed to this address.

Enter Email Confirm Email

Name of the Unit (Department/Office/Area/Center/Council/Committee) (Required)

From the drop down menu, please choose the unit on which you are reporting information. A unit may be a department, office, area, center, council, or committee.

Academic Affairs Office

Does your unit offer for-credit courses?

Choose "YES" if your unit offers courses that show in the course schedule with a prefix. Choose "NO" if your unit does not offer for-credit courses.

☐ YES

☐ NO
Does your unit have IFO members?
Choose "YES" if any members of your unit are part of the IFO bargaining unit. Choose "NO" if none of the unit members are part of the IFO bargaining unit.

- YES
- NO

Unit Leader Name and Title
List the Name, Title, and Email of the person that is the Leader of this unit. A "Leader" might be a Chair, Supervisor, Director, Coordinator, etc.

Examples:
A Chair is the leader of an Academic Department or a Committee. A Dean is the leader of a Dean's Office. A Director might be the leader of an Office or Center.

<table>
<thead>
<tr>
<th>Leader Last Name</th>
<th>Leader First Name</th>
<th>Leader Title</th>
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</table>

Unit Leader Email
Enter Email
Confirm Email

As a whole entity, this unit reports to...
List the Name, Title, and Email of the person to which the entire unit reports.

Examples:
An academic department is supervised by a Dean: List the Dean's name and title.
An office might report to a Vice President: List the VP name and title.
If you are not sure of the answer, list N/A.

<table>
<thead>
<tr>
<th>Supervisor Last</th>
<th>Supervisor First</th>
<th>Supervisor Title</th>
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Unit Supervisor's Email
Enter Email
Confirm Email
Unit Mission/Function Statement

Briefly describe the mission statement, purpose, vision and/or guiding principals of this unit.

Tip: This information may be found on, and copied from, the unit's BSU webpage.

Unit Personnel

List the Name, Title, and FTE (full-time equivalent) of all people in this unit. List student workers, assistants, professors, technicians, etc.

Tip: Employees shared between multiple units usually have an FTE of less than one. List N/A if you do not know the FTE

<table>
<thead>
<tr>
<th>Personnel Last</th>
<th>Personnel First</th>
<th>Personnel Title</th>
<th>Personnel FTE</th>
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Unit Internal Structure

Some (not all!) units have internal reporting structures where different teams or people within the unit are performing different types of work and reporting within an internal hierarchy or to a single supervisor/director.

Briefly describe your unit's internal reporting structure if applicable. List N/A if this is not applicable to your unit.
**Unit Cost Centers**

For each cost center that belongs to this unit, list the cost center numerical code, the name, and whether it is active (A) or inactive (I).

<table>
<thead>
<tr>
<th>Cost Center Code (six digits)</th>
<th>Cost Center Name</th>
<th>Active (A) or Inactive (I)</th>
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**Unit Committees**

List all Committees that this unit has established. List N/A if this unit has not established any committees.

Unit Committee Name

**Unit Grants**

List all grants that this unit, or its members, have initiated and/or received. List the name of the grant, whether it is an "active" (A) grant (a grant that has been awarded and the project has not ended) or a grant that is being "pursued" (P) (in the application stage). List N/A if this unit has zero grant activity. Do not list expired/completed/past grants. Only list grants that are current or currently being pursued.

<table>
<thead>
<tr>
<th>Grant Name</th>
<th>Grant is Active (A) or Pursued (P)</th>
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**Unit Webpages**

List the homepage address and editor(s) for any collections of webpages this unit hosts. Example: www.webpage.edu. Enter "Vacant" if the the unit currently doesn't have a person assigned to updating the webpage(s). Enter N/A if your unit does not host a web presence.

<table>
<thead>
<tr>
<th>Unit Home Page Address</th>
<th>Webpage Editor Name(s)</th>
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Unit Email Boxes

Some units have email addresses monitored by one or more people.
Examples: student-teaching@ records@ admissions@
List any unit email addresses owned by your unit and name the person(s) or position(s) responsible for monitoring the inbox(s).
List "Vacant" if the position that reads/distributes the email address is currently unfilled.
List N/A if your unit does not monitor a related email box.

<table>
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<tr>
<th>Unit Email Address</th>
<th>Email Monitor Name(s)</th>
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Unit Social Media

Some units use social media to engage a target audience.
List all social media "handles" owned by this unit, and the person responsible for maintaining the account.
List "Vacant" in the "Editor" category if the currently is not updating its social media.
List N/A if this unit does not produce social media.

<table>
<thead>
<tr>
<th>Social Media Handle</th>
<th>Social Media Editor Name(s)</th>
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General Administrative Support

List the name(s) of the person(s) currently supporting this unit with administrative assistance.
The support person may or may not be a member of this unit.
There may be more than one support person for this unit.
List "Vacant" if the support position is currently unfilled.
List N/A if this unit does not have any assistant or support person assigned.

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<th>Support Last Name</th>
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Purchase Card (P-Card) Holders

List every person in this unit that holds a Purchasing Card.
List N/A if no one in the unit holds a P-Card.

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<th>P-Card Holder Last Name</th>
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Purchasing Support

List name(s) of people that provide purchasing support to this unit. The person does not necessarily have to be a member of this unit. The person may use a Purchasing Card (P-Card) to buy materials/services for this unit or they may write Requisitions/Purchase Orders on behalf of the unit. List "Vacant" if the purchasing support position is currently unfilled. List N/A if this unit does not have any purchasing needs.

Purchaser Last Name  Purchaser First Name

Contracting Support

List name(s) of people that provide contracting support to this unit. The person does not necessarily have to be a member of this unit. List "Vacant" if the contract support position is currently unfilled. List N/A if this unit does not have any contracting needs.

Contract Support Last Name  Contract Support First Name

Submit  Save and Continue Later