Collaboration Policy

UC San Diego
Academic Affairs
What?

- Policy or Standard Operating Procedure (SOP) for requesting participation on workgroup or committee to collaborate on a project

- In the past: project teams would ask individuals directly

- Currently: PM/Project Lead will ask the Assistant Dean or equivalent
When?

- Workgroups or committees

- Not applied to:
  - Requests for general feedback
  - Surveys
  - User Acceptance Testing (UAT) **outside** of part of a formal project
Who?

- Academic Affairs

- Health Sciences, requesting participation

- SIO, requesting participation
Why?

- Clear boundaries of project
- Clear roles and responsibilities of Subject Matter Experts (SMEs)
- Coordination of SMEs
  - Reduction in overlap
  - Ability to balance workload across FTE
  - Higher level balancing of workload
- Greater communication within Division
- Greater visibility to Division
Resources:

To view the policy, the request template and the roll-out schedule, please visit:

http://academicaffairs.ucsd.edu/resource-admin/