INTRODUCTION

The Engineering Staff Success Program is a standing committee of the Ira A. Fulton School of Engineering Dean’s Office, working to make the School of Engineering a great place to work. Goals are identified with the purpose of achieving the school’s vision and mission, providing professional development opportunities and building a sense of community within engineering.

GOALS

Goals are selected and prioritized based on feedback and input from Dean Deirdre Meldrum and Executive Dean Paul Johnson, school leadership team, staff, faculty, focus groups, brown bag sessions and survey results. Goals are posted to the ESSP website http://engineering.asu.edu/essp.

ORGANIZATIONAL STRUCTURE

Dean Deirdre Meldrum and Executive Dean Paul Johnson are the executive sponsors. Lynn Carpenter is the program sponsor. Al Filardo is a training consultant. Annette Bowers is the communication coordinator.

MEMBERSHIP

The ESSP team is comprised of Ira A. Fulton School of Engineering classified staff and service professionals. Members volunteer and are appointed by an Engineering school or Engineering service unit. The term of the appointment is one to two years and staggered to maintain institutional knowledge. Appointments are made as follows:

1. Beginning of the fiscal year, the team lead determines how many new volunteer and nominated appointments are needed to fully represent all schools and job family positions.
2. The number of members depends on school and unit size.
   a. School of Biological and Health System Engineering 17 2
   b. School of Sustainable Engineering and Build Environment 38 3-4
   c. School of Computing, Informatics and Decision Systems 22 2
   d. School of Electrical, Computer & Energy Engineering 35 3-4
   e. School of Mechanical, Aerospace, Chemical & Material Engineering 44 4
   f. Dean’s Office/ETS/Research/Development/Marketing/GOEE 105 8-10
3. A call for volunteers is made from the website http://engineering.asu.edu/essp. The team lead sends an email to each of the schools’ directors, describing the responsibilities and requesting the appointment of new team members.
4. Each school director responds to the ESSP team lead with new appointments.
5. Volunteers are added based on position and school need.

**LENGTH OF SERVICE**

1. Each member agrees to participate in the work of the ESSP committee for a one or two year period.
2. Active participation includes attending meetings, participating in discussions, accepting and performing assignments, responding to calls, emails or general correspondence on ESSP matters. The member shall keep the team lead informed of situations that interfere with participation in the committee’s work.
3. The average commitment of time is 5-10 hours per month, depending on position held.

**ESSP ROLES AND RESPONSIBILITIES**

**Executive Sponsor**

The responsibilities of the executive sponsor include the following:

1. Appoint Program Sponsor and ESSP Team Lead.
2. Define the project scope and goals for the year.
3. Provide project funding and resource allocation.
4. Sign off and approve implementation of staff programs.

**Program Sponsor**

The responsibilities of the program sponsor include the following:

1. Provide the team with the skills and resources to be successful.
2. Support the team and help make critical project decisions.
3. Facilitate communication with Executive sponsors, schools’ leadership team and ESSP team lead.
4. Provide guidance in defining new staff program requirements and needs.
5. Provide guidance in defining how training and professional development ties into performance evaluations.

**Team Lead**

The responsibilities of the team lead include the following:

1. Initiate request for new members at the beginning of the fiscal year.
2. Appoint standing subcommittees as required.
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3. Appoint subcommittee chairs as required.
4. Prepare for monthly ESSP meeting.
5. Prepare bi-monthly ESSP team lead meetings.
6. Facilitate and preside over ESSP meetings.
7. Strive for team consensus.
8. Approve committee reports and minutes.
9. Disseminate and communicate information from the Dean’s Office, HR or University pertinent to the committee’s work.
10. If appropriate, guide the committee in proposing new ESSP activities that will further the mission and goals.
11. Provide a quarterly report and communicate team status.
12. Attend and represent the ESSP committee at meetings.
15. Monitor overall teams’ progress toward goals and help keep the team on track.

**Co-Team Lead**

The Co-Team Lead will observe and communicate with the Team Lead to prepare for future transition into that role. The responsibilities of the co-team lead include the following:

1. Observe and assist Team Lead in subcommittee selection process.
2. Schedule and prepare for monthly ESSP meeting.
3. Schedule and prepare for bi-monthly ESSP team lead meetings.
4. Facilitate and preside over ESSP meetings in the absence of the Team Lead.
5. Assist Team Lead in disseminating and communicating information from the Dean’s office, HR or University pertinent to the committee’s work.
6. Assist Team Lead in preparing a quarterly report and communicating team status.
7. Attend and represent the ESSP committee at meetings in the absence of the Team Lead.
8. Assist Team Lead in maintaining SharePoint site [https://fulton.sharepoint.asu.edu/profdev/default.aspx](https://fulton.sharepoint.asu.edu/profdev/default.aspx) for dissemination of internal committee information.

**Subcommittee Lead**

The responsibilities of the subcommittee lead include the following:
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1. Schedule and prepare for subcommittee meeting.
2. Participate in monthly team lead meetings.
3. Facilitate and preside over meetings.
4. Approve committee reports and or minutes.
5. Provide a quarterly report and communicate subcommittee status.
6. Represent the ESSP committee at meetings.
7. Provide content on ESSP public web page.
8. Monitor overall teams’ progress toward goals.
9. Assign and delegate subcommittee assignments.

**Team Member**

The responsibilities of the team member include the following:

1. Solicit ESSP program input, suggestions and feedback from your department and job family.
2. Represent the staff in your department and job family by providing input, voicing concerns and suggestions.
3. Review all relevant information and agenda items before committee meetings.
4. Support the efforts of the ESSP team by carrying out any delegated assignments.
5. Use ESSP tools, SharePoint site and public web page for general information and team collaborations.
6. Volunteer and participate on a working subcommittee.
7. Disseminate ESSP information and promote activities within your department and job family.

**Secretary**

The responsibilities of the secretary include the following:

1. Assist Team Lead in gathering and preparing agendas and circulate agenda to members before meetings.
2. Arrange meeting times and dates for committees, maintains meeting schedule, and book meeting rooms as appropriate.
3. Prepare meeting minutes for Team Lead approval.
4. Maintain ESSP historical archives and records.
5. Maintain ESSP distribution list.
6. Assist in the preparation of quarterly reports.
7. Manage and assist with correspondence and communication as directed by the Team Leads.
OPERATIONS

Meetings

The ESSP team meets monthly or as required, to keep track of meeting team goals. The team lead is responsible for facilitating the meetings. The Co-Team Lead is responsible for scheduling meetings with assistance from the Secretary as needed. Meetings are scheduled using Exchange and published on the ESSP SharePoint site.

Standing Committees

Subcommittees are formed based on project need. Standing subcommittees will determine their own meeting schedules. Current standing committees include:

A. Training and Customer Service

B. Getting Started – Peer Excellence Program

C. Reward and Recognition