



Project Charter

Project Name: Faculty Gender Equity and Market Salary by Discipline Studies	Project Sponsor: Dr. Harmon and Dr. Noble
Project Lead: Meihua Zhai	Project Manager: Julie Page
Project Start: January 25, 2018	Project End: May 31, 2018

BUSINESS OBJECTIVES, JUSTIFICATION:

In the fall of 2017 Kennesaw State University requested that a salary study be conducted for the university. This study was organized in two separate projects: one for faculty and the other for staff. This project is the second phase of the faculty salary study. The first phase addressed internal compression in faculty salary and was delivered in December 2017. This second phase will have two tracks occurring simultaneously. These tracks will include a gender equity study for tenure/tenure track faculty and a market salary study for all faculty to include chairs/directors and deans. Delivery of the final analysis to the project sponsors will be done by May 31, 2018. The project will also coordinate communication between both the faculty and staff salary studies. The communication plan will ensure transparency of the process and deliverables.

SCOPE OF PROJECT:

In Scope:

- Faculty data collection and cleaning
- Development of models using three methodologies for the gender equity study
- Creation of one model for the market salary study utilizing three groups: instructional faculty, administrative faculty, and clinical faculty/lecturers
- Delivery of two final models based on feedback from advisory council, one model will be for the gender equity study and one model will be for the market salary study
- Communication plan for the faculty and staff salary studies

Not in Scope:

- Data collection, model development, and analysis for the staff salary study

KEY FACTORS CUSTOMER WILL USE TO JUDGE VALUE:

- Delivery of final product within defined timeline
- Implementation of the defined communication plan

PROJECT STRUCTURE:

Project Sponsors: Dr. Harmon and Dr. Noble

Project Lead: Meihua Zhai

Advisory Committee: (6 members)

- Ron Matson - Representative from Provost’s Council
- Kevin Mcfall - Representative from Chair and Directors Assembly
- Anissa Vega - Representative from Faculty Senate
- Karen McDonnell - Representative from HR
- Erik Malewski - Chief Diversity Officer
- Linda Noble – Interim Provost

Working Team: (9 members)

- Meihua Zhai
- Mark Anderson
- Kevin Gwaltney
- Dominique Foster
- Humayun Zafar - Faculty Senate Representative
- Erin Wolfe (for gender equity study only)
- Julie Newell (for gender equity study only)
- Loretta Daniels (for gender equity study only)
- Traci Carte (for gender equity study only)

RESOURCE NEEDS:

- Working group will meet at the end of February and then will have reoccurring meetings until final delivery of the results.
- Advisory group will meet in mid-March and then will have reoccurring meetings until final delivery of the results.
- Analyst team within IR, Meihua Zhai and Dominique Foster, will collect and clean the data as well as develop the models.
- External reviewer, Robert Toutkoushian, Professor at UGAs Institute of Higher Education

Budget:

- The Academic Affairs office will need to provide funding for the external reviewer

RISK:

- The combined communication plan between two separate projects may encounter risk if there are unexpected delays in either project.
- The project will deliver results; however, there is currently no knowledge of funding available to address any inequity that may be shown by the results. This will impact the communication and reception of the information by the university.
- There are various opinions on how models may be run or which methodology to use. The advisory group, with guidance from the sponsors, will make the final decision in order to ensure the project can remain on the projected schedule.

Project Milestones:

Milestone	Responsible Parties	Timeline
Kickoff meeting	Project Manager	February
Data collection	Meihua Zhai	February
Data cleansing	Meihua Zhai	
Benchmark data	Meihua Zhai	February
Models developed	Meihua Zhai	February
Working team meeting to review models	Working Group	March
Advisory group meeting to Review results	Advisory Group	Mid March
Revisions to model through meetings with both working team and advisory group		March - May
Final delivery of results		May 31, 2018